APPLYING FOR JOBS AS AN INTERNAL APPLICANT
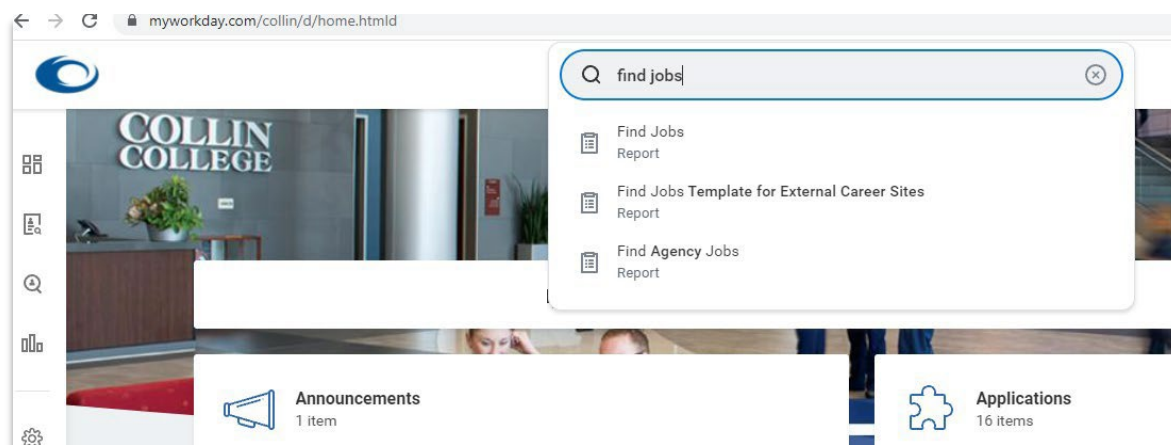
Log in to Workday from CougarWeb > Tools > Workday-Homepage or from Collin.onelogin.com.
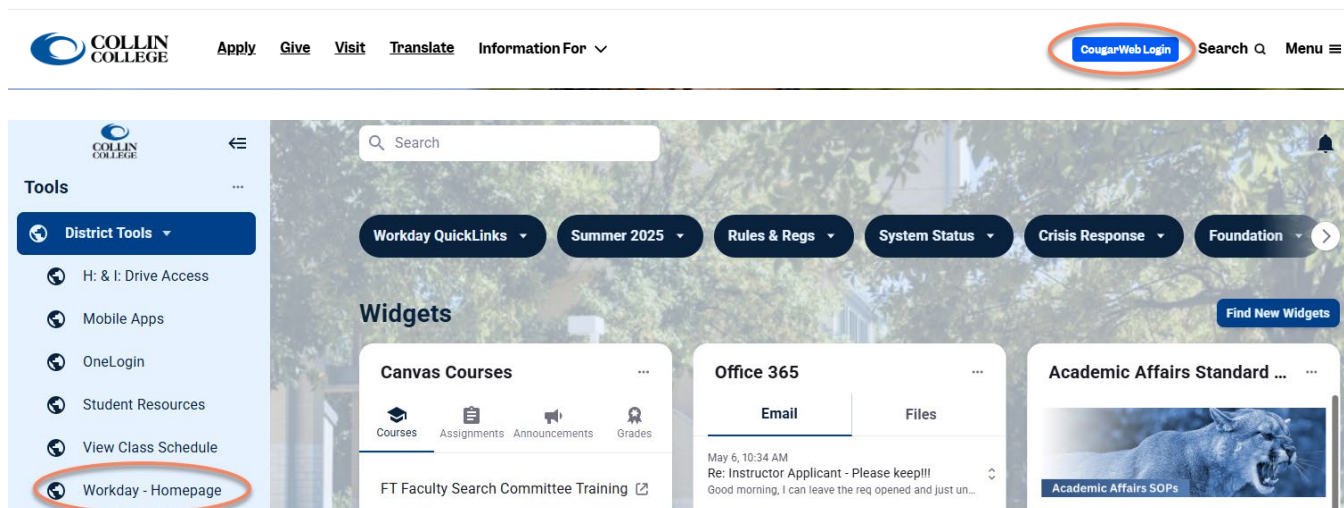
From the **Home** page:

1. In the search bar, type **Find Jobs**.

2. Select **Find Jobs** under **Tasks and Reports**.

3. View all open jobs or select filters to narrow your search. Click the job title to view the opening and job requirements.

4. **Apply** to begin your application.

5. Review your job history, education, and more. **Be sure to upload your resume, cover letter, and all transcripts needed to meet the educational requirements for the position.** Even if HR has this information, you must attach transcripts for all internal applications. If you need to update your profile, begin making the changes in each section i.e. experience, education, resume/cover letter etc.

6. Answer all the screening questions. When finished, click **Submit**.

Please answer the following questions and include any related experience up to 20 years, so that all relevant experience may be considered.

Generally, employees should be in a position for 6 months or longer in order to be considered for a promotion opportunity.

Note: Please ensure to attach all related application documents including Transcripts/Certifications, Resume/CV, and Cover Letters in the above upload section. Any documents not attached will not be viewable to the hiring manager.

Have you received a level 2 disciplinary notice in the last 3 (three) years?
Note: If you received a level 2 (two) disciplinary notice within the last 3 (three) years, you may not be eligible to apply for an internal job change.
(Required)

○ Yes

○ No

Have you ever been discharged, terminated, or asked to resign in lieu of termination from any position? If yes, please explain.
(Required)

○ Yes

○ No

[Submit]   [Save for Later]   [Cancel]

7. Your **application** will be visible to the hiring manager. If you have any questions, reach out to the hiring manager or a member of the HR team.