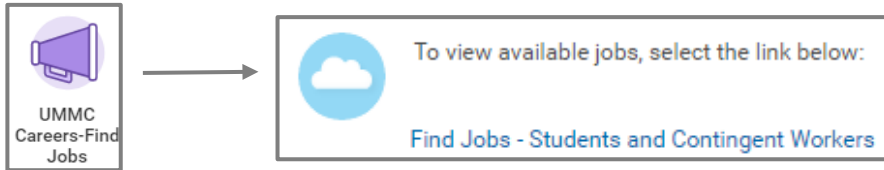
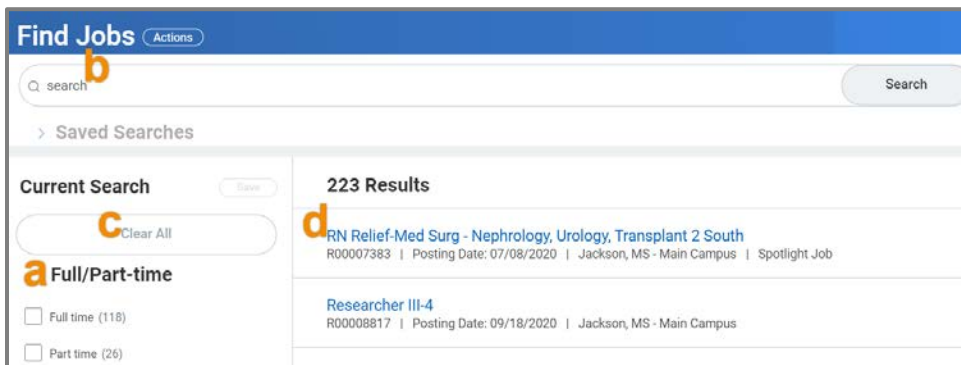


## Internal Application Process

1. Log in to the internal Workday portal.
2. Click the **UMMC Careers – Find Jobs** application on the Workday homepage.
3. Click **Find Jobs – Students and Contingent Workers**.




4. Open positions will display.
  - a. You may use **filters** on the left to narrow your search.
  - b. You may also enter keywords in the **search field** to find positions.
  - c. **Clear All** clears any filters you have applied.
  - d. Click an open position to view the job description and apply.




## Apply for Job

1. Once you have selected your position, reviewed the job description and have decided to submit your application, click **Apply**.
2. **Quick Apply** is the first screen of the application. You may upload your Resume/CV to automatically parse your information into the application. Should you choose to use this optional feature, please be sure to review the information to ensure it was parsed out correctly. Click **Select files** to upload or drag and drop files in the designated area to attach them to your application. Click **Next** in the bottom left corner to continue.
  - a. **Note:** Only one file can be attached at this step. Additional documents such as references and a cover letter can be uploaded later in the application process.
3. On the **My Experience** screen, enter **ALL** work experience, education, skills, and/or languages. Upload all supporting documents (i.e. resume/CV, cover letter, references, etc.) under the Resume/CV section on this screen. Click **Next** to continue.

## Student/Contingent Workers: Search and Apply for Jobs

- On the next two screens (Application Questions 1 of 2 and Application Questions 2 of 2) complete all fields. Click  to continue.
- You have the option to provide **Voluntary Disclosures** information as well as authorization for background check upon employment offer. You must read and consent to the terms and conditions by checking the box at the bottom of the page in order to continue.

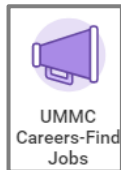
Yes, I have read and consent to the terms and conditions. \*


- You have the option to provide **Voluntary Self-Identification of Disability** information. You can read and check one of the boxes below, or you can click next to continue.
- The **Review** screen is the *final step*. **Review all information** for accuracy. Click the back button if you need to make changes. Click  when you are satisfied with your application.
- A Confirmation of Application will appear on the screen.

**You have submitted a Job Application**

Your application has been received. Thanks for choosing to pursue a career with UMMC!

- If you would like to check the status of your application, click the **UMMC – Careers-Find Jobs** application on the Workday homepage.
- Select **My Job Applications**. You will be able to view applications you have submitted and their status.



 **Step 3:**  
To check the status of applications you have submitted, select the link below:

[My Job Applications](#)