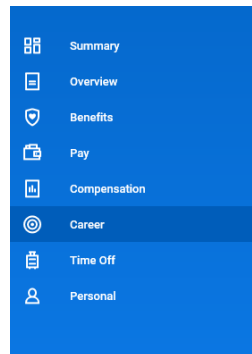


UMMC Careers is our internal career site where current employees can search and apply for jobs. This job aid will demonstrate how to find a job, apply and view your application. Reminder: If you are accessing Workday off-site, you must use Microsoft Authenticator for a second factor to login. See the learning resources for Workday Mobile and Microsoft Authenticator for additional information.

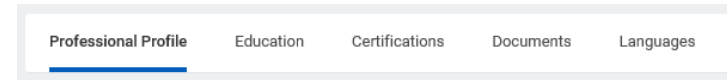
**Please note: Current UMMC employees must apply within the internal Workday portal. If a UMMC employee applies for a job using the external public site, the application will be disqualified.**

**Employees must work in their current role for a minimum of 90 days in order to apply and receive consideration for other UMMC job opportunities.**

Prior to searching for a job to apply for, go to your profile icon located in the top right corner of the homepage. Select View Profile and then select Career.



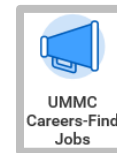
The information in these fields will populate your job application.



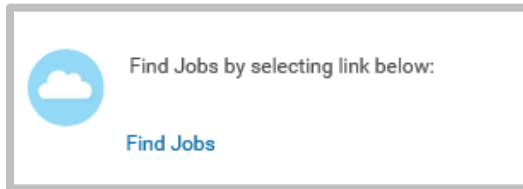
- Complete all of the fields relevant to your applicable experience – Professional Profile, Education, Certifications, etc. **Crucial Note:** please ensure that your profile is updated with your work experience and education; including your current position.
- You have the option to Upload My Experience found on the Professional Profile tab with a resume and cover letter.

## FIND JOBS

1. Click the **UMMC Careers - Find Jobs** application.



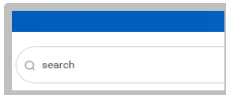
2. Click **Find Jobs**.



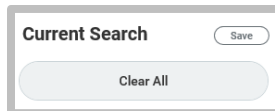
3. Open positions will display.
  - a. You can use filters on the left to narrow search.



- b. You can also enter keywords in the search field to find positions.



- c. **Clear All** will clear all filters you have applied.



4. Click an open position to view the job description and apply.

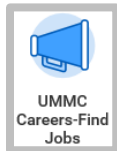
## APPLY FOR A JOB

Remember, if you need to make any updates to your profile, click **Go to Your Profile** and complete the sections prior to selecting a position to apply for.

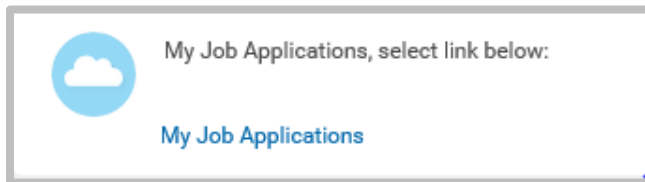
1. Once you have selected a position and reviewed the job description and have decided to submit your application, Click the **Apply** button.
2. Click the **Select files** button in the Resume/Cover Letter section to upload or drag and drop files in the designated area to attach them to your application.
3. Complete the job application questions in the **Internal Candidate Job Application Questions** section and certify that you agree to the statements in the Acknowledgement, Consent and Release section. If you choose I DO NOT CERTIFY – REJECT for the application acknowledgement, then your application will be automatically disqualified.
4. Click **Submit**.
  - a. Click **Save for Later** if you would like to complete your application later.

## VIEW MY APPLICATIONS

1. Click the **UMMC Careers - Find Jobs** application from the Workday homepage.



2. Select **My Job Applications**.



3. Your name will populate in the Processing Worker field. Click **OK**. You will be able to view the applications you have submitted and the associated status.