

Internal Candidate Process to Apply for Internal Job Openings

The Internal Candidate Application Process to Apply lays out the roles and responsibilities for internal job openings, with easy-to-follow instructions and guidelines to keep everything aligned and running smoothly.



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Introduction

The internal job opening application process enables employees to explore, identify, and apply for new career opportunities within the organization.

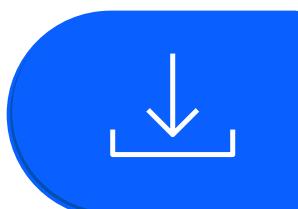
Once a job requisition is posted, it becomes visible on the Internal Career site. Internal candidates can:



Browse and explore open roles across the organization.



Receive personalized job recommendations using AI skills matching and Chat Bot assistance.



Take action by saving searches, favoriting jobs, setting up job alerts, or applying directly to roles.

Employees not eligible for internal movement:

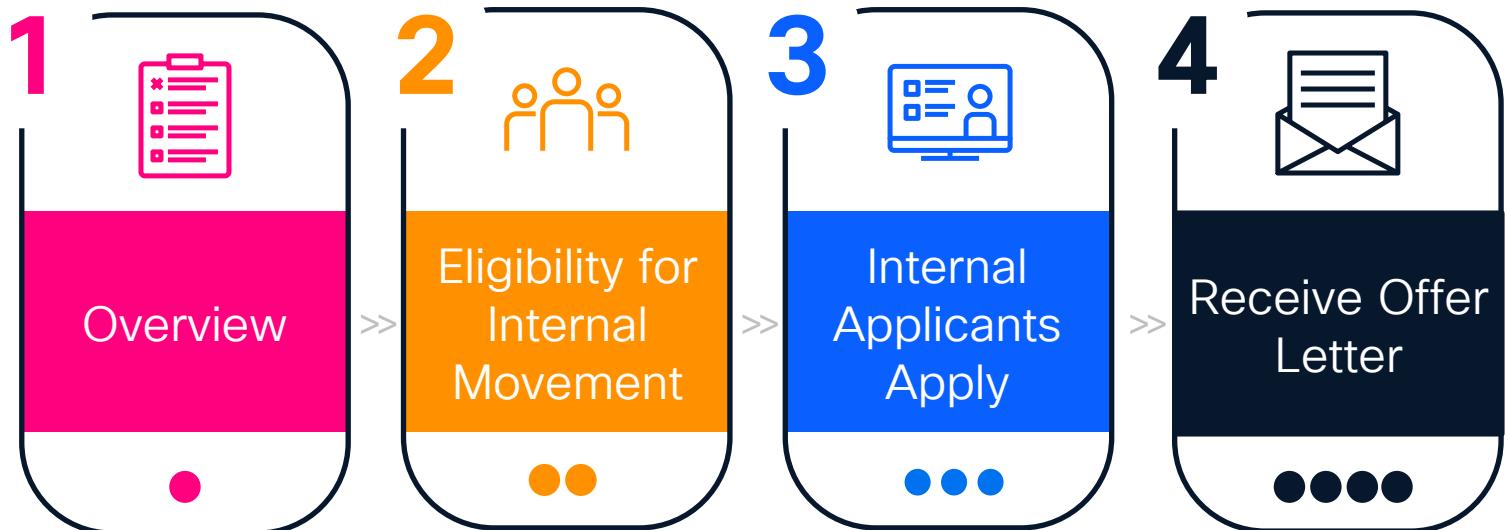
- In role < 12 months
- Joined via acquisition < 1 year ago
- On movement restrictions (acquisition/divestiture)
- International assignees (contracted)
- Interns or fixed-term employees
- On active Performance Improvement Plan

Internal Candidate Journey

This journey is designed to help you seamlessly navigate Internal Career site, providing a clear understanding of how to browse, explore, and apply for internal job openings.

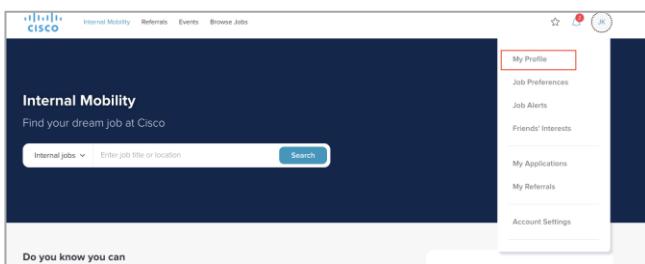
It outlines the eligibility criteria for internal job movement and explains how to manage job applications, offer letters, contracts, and addendums within Workday.

By following this journey, you can feel confident in pursuing internal opportunities, while efficiently managing the application and offer stages from start to finish.



Steps to Navigating the Internal Career Site Job Application Process

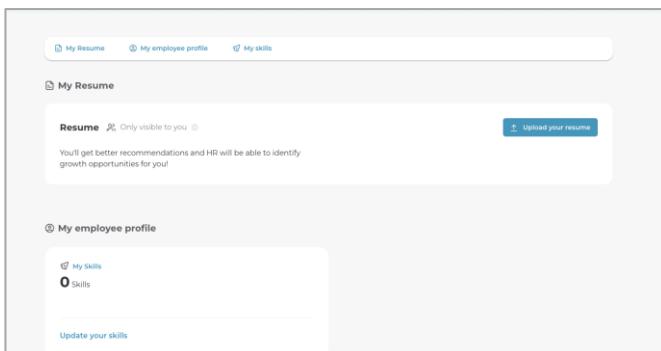
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Access and Setup

- Log into Internal Career Site via SSO
- Click on the icon with your initials to open the dropdown menu
- Select "My Profile"

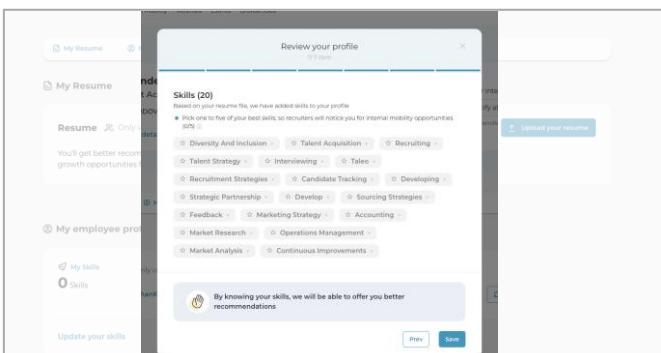
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Profile Setup

- Upload Resume by clicking "Browse My Device"
- Select the resume file and click "Open"
- Click "Upload Selected File" to initiate the upload process

3

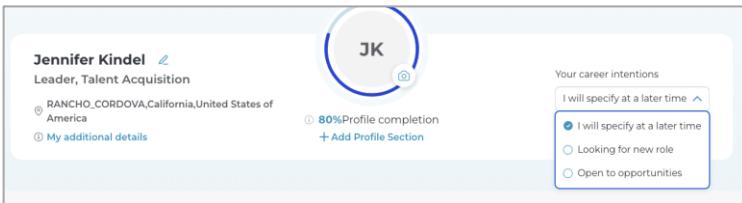


Modify Skills

- In the pop-up, go to the Skills section
- Add recommended skills or search to select
- Click the "x" to remove a skill
- Click "Save"

Steps to Navigating the Internal Career Site Job Application Process (cont.)

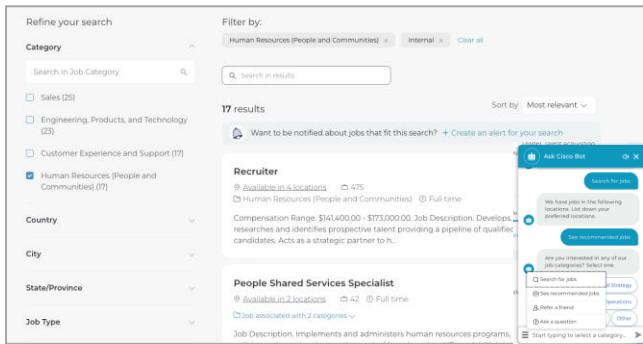
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Set Profile Intentions

- In the top right corner of your Internal Profile, click the blue down arrow to view profile intention options
- Select the appropriate profile intention: "Looking for a new role" or "Open to opportunities"

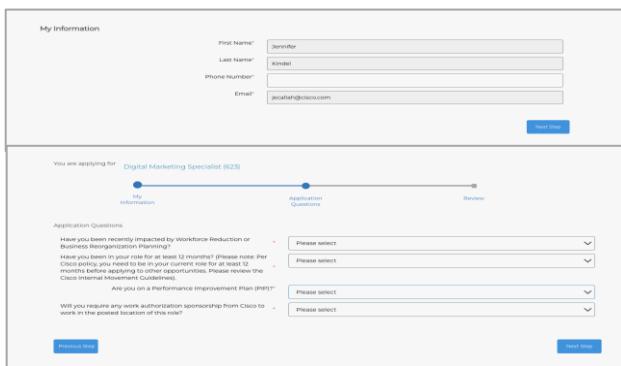
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Search Jobs

- Search jobs by title/location; filter by job type, grade level, etc.
- Use chatbot for job suggestions, referrals

6



Apply for a Role

- Click job → "Apply Now"
- Upload resume (optional but recommended)
- Provide/confirm contact info (phone number required)
- Answer application questions
- Submit application



Tracking and Alerts

Internal candidates can use tracking and alerts to save job searches, set up notifications for new openings, and favorite specific roles to stay updated on opportunities that match their interests.

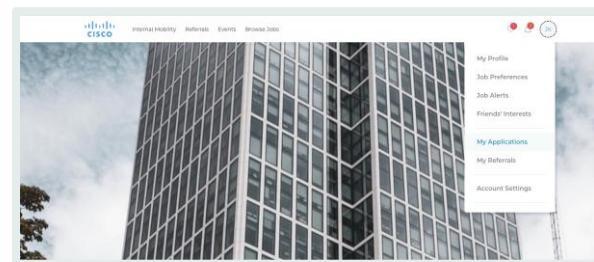


Notifications & Status

Upon successful submission of an application, the employee will receive an email notification confirming their submission. Additional application tracking is available on the Internal Career site.

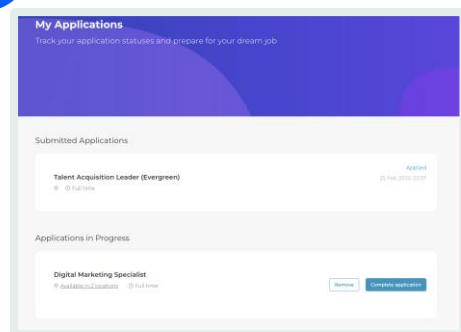
Step 1

- Select your initials or photo icon in the top right icon
- Select “My Applications”



Step 2

- Scroll to various application status sections and view status





Tracking and Alerts

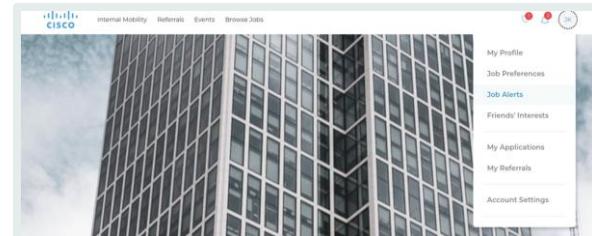


Set Job Alerts

Job alerts can be customized to your preferences ensuring you stay informed without needing to check the internal mobility site constantly.

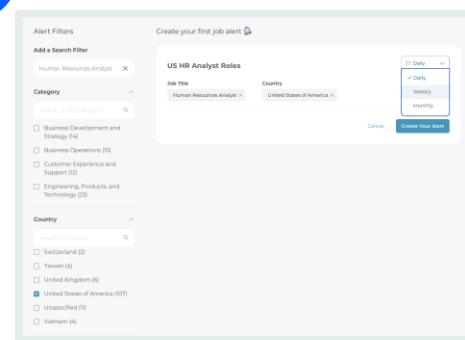
Step 1

- Go to Job Alerts in the top right dropdown
- Click “+ Create Your First Job Alert”



Step 2

- Filter by category/location
- Name the alert and set frequency
- Click “Create Your Alert”





Manager Collaboration

Although it is not mandatory for the employee to inform their manager when interested in or actively pursuing internal opportunities, having this conversation is highly encouraged.

Must notify manager at finalist stage (before offer)

Talent Connection meeting required pre-offer

Releasing manager may be notified post-offer acceptance

Receiving Offer Letters in Workday



Offer Letter Details:

- Role responsibilities
- Compensation structure
- Employment terms and conditions

Employees should carefully review all components to ensure a clear understanding.

Signing and Returning the Offer Letter:

- Offer letters are signed electronically through Workday
- Follow on-screen instructions to complete the signing process