Search for Jobs and Apply: External Candidate

This job aid provides step-by-step instructions on how to search for and apply to a position as an external candidate.



Current state employees with an OR number, apply for jobs by logging into their Workday worker account and searching "Find Jobs."

Step 1: View the State of Oregon Jobs page by going to <u>https://www.oregon.gov/jobs/Pages/index.aspx</u> . Under *Careers with the state*, select **Look for jobs – external applicants**.



Step 2: There are multiple ways to search for jobs. Use the search bar at the top of the page (1), use the filter parameters listed below the search bar (2), or scroll through the postings list (3). Click on the X to remove a filter or click **Clear All** to remove all of them.



Hint: Use the *Remote Type* filter to find options:

- Fully Remote Work
- Fully Remote Work Optional
- Hybrid Work
- Hybrid Work Optional
- Fully Remote or Hybrid Work Optional
- Mobile

Remote Work Type Definitions



Step 3: To view the job posting details, click on the job posting title (1). This will open a preview of the job posting for you to review (2). Tip: The left side box will display the job postings while the right will display the preview of the selected job posting.

749 JOBS FOUND	2 ×
Park Ranger 2 - Lake Owyhee - (Underfill Option PR1)) Adrian OPRD Mountain Region - Eastern District - (MU) Farewell Bend - Lake Owyhee	
Posted 14 Days Ago REQ-82160 · On-Season (Seasonal) · Farewell Bend Management Unit - OPRD · Park Ranger · Adrian OPRD Mountain Region - Eastern District - (MU) Farewell Bend - Lake Owyhee	 Posted 30+ Days Ago REQ-14463
Property Appraiser Certification	Initial Posting Date: 06/01/2019
Posted 30+ Days Ago REQ-14463 · Contractor · Human Resources Unit - DOR · Appraiser Analyst	Application Deadline: 12/31/2021
· · · · · · · · · · · · · · · · · · ·	Agency: Department of Revenue
KS EXT Req PosTen Board and Commission Member - SR00 -Exempt	Salary Range: 0,000.00 - 0,000.00
Employee Exempt From Mass Transit Tax Posted Today	Position Type: Contingent Worker
REQ-91874 · Limited Duration (Fixed Term) · Oregon State Lottery Commission (Official Board) · Board and Commission Member · Employee Exempt From Mass Transit Tax	Position Title: Property Appraiser Certification

Step 4: Click **Apply** when you identify a position you'd like to apply to. Tip: If you click the box with the arrow next to the job posting title, this will open a new browser tab. When you are done viewing the job posting and submitting your application you can close the second window and resume searching from where you left off.

Financial Examiner (Financial Examiner 1) 	Financial Examiner (Financial Examiner 1)
Examiner - Salem DCBS Labor & Industries Building Affirmative Action Manager	 Salem DCBS Labor & Industries Building Posted 6 Days Ago Lake Oswego DCBS REQ-93958
Posted Today REQ-94714 - Permanent - Chief Cultural Change Office - Operations & Policy Analyst - Salem DAS Executive Building	Initial Posting Date: 04/13/2022
Sr Cybersecurity Advisor	Application Deadline: 04/24/2022
Salem DAS Cyber Security Services Posted Today REQ-88985 · Permanent · Cyber Security SOC - DAS · Information Systems Specialist · Salem DAS Cyber Security Services	Agency: Department of Consumer & Business Services Salary Range: \$3,951 - \$6,043
Adult Protective Services Program Investigations Analyst Manager (Business Operations Manager 2) ② Salem DHS Summer Street	Position Type: Employee Position Title:



Step 5: The *Start Your Application* box will populate on your screen. Select how you will be completing your application: **Autofill with Resume, Apply Manually, Use My Last Application.**

Start Your Application Property Appraiser Certification	\otimes
Autofill with Resume	
Apply Manually	
Use My Last Application	

Step 6: The system will prompt you to **Sign In** or **Create Account**. If you do not already have a Workday account, click **Create Account** and follow the steps to create an account.

Current state employees must apply to state jobs through their Workday worker account using their OR number.

Sign In	Create Account
Email Address	Password Requirements: • A special character • An alphabetic character • A minimum of 8 characters • An uppercase character • A numeric character
Password	A lowercase character Email Address email.address@noemail.com
Sign In	Password
Don't have an account yet? Create Account	Verify New Password
Forgot your password?	Create Account Already have an account? Sign In
	Forgot your password?



An agency may un-post a job, update the posting, and post it again. If this happens while your application is in the *Draft* stage, you will not be able to submit your application. You must start a new application.



Step 7: If you selected *Auto Fill with Resume*, the Autofill with Resume screen will appear. Click **Select Files** to upload your resume or curriculum vitae (CV) or drag and **Drop** the file.

If you selected Apply Manually, the My Information screen will appear. Enter your information.

Click Save and Continue.



If you do not have a resume or CV, click **Save and Continue** to manually complete your application. You will need to manually complete the following steps; they will not pre-populate.

0	•				
Autofill with Resume	My Information	My Experience	Application Questions	Voluntary Disclosures	Review
		Autofill w	ith Resume		
* Inc	licates a required field				
By us review	ing the resume parsing feature th w your application and the inform	ne information from the res nation that was parsed from	ume you attached will be parsed n your resume before submitting	into the on-line application. Please	e
Uploa	ad either DOC, DOCX, HTML, PDF,	or TXT file types (5MB ma	()		
		($\uparrow)$		
		Drop	file here		
		or Se	ect file		

Step 8: Information from your resume or CV will populate into the fields on the *My Information* screen. Insert information into any remaining fields. A red asterisk notates required fields (*).

<u></u>	—			0	I
Autofill with Resum	e My Information	My Experience	Application Questions	Voluntary Disclosures	Review
		My Inf	ormation		
	* Indicates a required field				
	How Did You Hear About Us?*				
	select one	Ψ.]		
	Have you previously worked for	the State of Oregon in	the last 3 years?*		
	⊖ Yes				
	O No				
	Country*		_		
	United States of America	*]		
	Legal Name				
	First Name*		L.		
			J		
	Middle Name		_		
]		
	Last Name*				
	I have a preferred name		<i>.</i>		
	<u> </u>				

Click Save and Continue.



Add your correct **County** under the address field and avoid entering your Country.



Step 9: On the *My Experience* screen, the experience from your resume or CV will pre-populate. You will want to review this information for accuracy. Click **Add** to manually add the information in each field. You can also upload additional supporting documents, such as a cover letter, in the Resume/CV field near the bottom of the screen. You can add one or multiple documents. Click **Save and Continue.**



Click *Save and Continue* early and often to ensure you do not lose your work. For extremely lengthy responses, consider typing your responses elsewhere and using copy and paste to populate the response fields.

0	Ø	0		•	
Autofill with Resume	e My Information	My Experience	Application Questions	Voluntary Disclosures	Review
		My Exp	perience		
	* Indicates a required field				
	Work Experience				
	Work Experience 1			TIT Delete	
	Job Title*				
	Compliance Officer				
	Company*				
	Company Inc.				
	Location				
	Salem, OR				
	I currently work here				
	~				
	From*				
	01/2015				

Step 10: On the *Application Questions* screen, questions notated by a red asterisk * are required and must be answered. Click **Save and Continue**.

 			•		0
Autofill with Resume	My Information	My Experience	Application Questions	Voluntary Disclosures	Review
		Applicatio	n Questions		
* In	dicates a required field				
Do y con field	you have an Associate in Sc struction/inspection techno !?*	tience Degree (or higher) blogy, engineering or fore) in property appraisal, real e estry technology, business a	estate technology, building dministration or a related	
se	lect one	•			
Doy dem bus	you have any combination o nonstrate the capacity to we iness administration, real es	of experience or education ork as a property apprais state, finance, civil engir	on equivalent to two years in er. Examples include; prope eering, urban planning *	a field that would rty appraisal, public or	
	Yes				
	No				
Hav	e you completed an Oregon roved appraisal training pro	Department of Revenue gram. *	e approved appraisal training	g program, or County	
	Yes				
	No				



Step 11: Read the *Voluntary Disclosures* information. Questions notated by a red asterisk (*) are required. Review the *Terms and Conditions* and click the checkbox. Click **Save and Continue**.



Step 12: Review the application. You can utilize the *Back* button to review any previous screens and the *Save and Continue* button to move forward. When you are ready to submit, click **Submit**.

0		⊘			-0
My Informat	on My Experience	Application Questions	Voluntary Disclosures	3	Review
		Review			
		My Information			
	How Did You Hear About Us? State Agency Website				
	Have you previously worked for th No	e State of Oregon in the last 3 years?			
	Legal Name James Bond				
	I have a preferred name				
	No				
	Address 123 ABC Salem, OR 97301				
	United States of America				
	Email James.Bond@noemail.com				
	Phone +1 (971) 7777777 (Cell Phone)				
				Back	Submit



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Step 13: You will receive a *Congratulations* notification that your application has been successfully submitted, and that there are **additional tasks that require your attention**. Click the **X** to close the message. The additional tasks must be submitted in order for you to have a complete application.

	\odot
	Congratulations!
Thank yo	u for applying! Stay connected and keep track of your progress on your candidate home page.
There are Procurer equire you	e 1 or more tasks for the Assistant Director of nent (Principal Executive/Manager D) job that r attention. Close this message to complete your next task.

Step 14: When you close the *Congratulation* message, an additional task will be on your screen to complete. Please review the question, select your answer, and click **OK**.

ederal reporting regulation rovides an additional optic	ns currently limit resp on under gender iden
der Identity	
elect one	v
elect one	
Ionbinary/Other	
emale	
Vale	

Step 15: Once you close the *Thank you!* Message again, another additional task will be on your screen to complete. Please review the question, select your answer, and click **OK**.

The State of Oregon is subject to the Public Records Law. Your application will be treated as confidential to the extent allowable by law. Should a request be made for all or part of your application to be disclosed, please indicate how you would respond. PLEASE NOTE: YOUR ANSWER TO THE QUESTION IS NOT VISIBLE IN THE SELECTION PROCESS AND WILL ONLY BE REVIEWED SHOULD A PUBLIC RECORDS REQUEST BE RECEIVED. THE STATE OF OREGON HAS NO PREFERENCE WHETHER YOU REQUEST OR DECLINE CONFIDENTIALITY.				
select one 🔹				
select one				
Yes - I am comfortable with my application being released pursuant to a public records request.	workday			
No - I do not wish to have my application released pursuant to a public records request because I have kept my application private from my current employer, and disclosure could adversely impact that employment relationship.	© 2022 Workday, Inc. All rights reserved.			



Step 16: When all tasks are completed, your Candidate Home will reflect **To Do** tasks as **zero (0)**.





Once the job posting closes, you will no longer have access to view it. Click on the job title in the My Application section to save a copy for reference if you'd like to be able to refer back to the posting and contact information.

Click on the ellipsis under Action to take actions on your unsubmitted and submitted Active applications.



If you withdraw your application with the intent of updating and reapplying, take note of the *application deadline date*. You will not be able to reapply if the deadline has passed.

My Applications				h
Thank you for completing your tasks! We Active (2) Inactive (0)	e will contact you if ad	ditional information is needed	d.	
Job Title	Job Req	My Application Status	Date Submitted	Action
Human Resource Analyst 2	REQ-105523	Not Submitted Created on August 16, 2022		Continue Application
Operations & Policy Analyst 2	REQ-105529	Application Under Rev	August 16, 2022	View Application
				Delete Application

My Applications			
Thank you for completing your tasks Active (2) Inactive (0)	s! We will contact you if ad	ditional information is needed.	
Job Title	Job Req	My Application Status Date Submitted	Action
Human Resource Analyst 2	REQ-105523	Not Submitted Created on August 16. 2022	
Operations & Policy Analyst 2	REQ-105529	Application Under Rev August 16, 2022	•••
			View Application View Tasks Withdraw Application
			withdraw Application



Veterans requesting Veteran's Preference Points

If you requested Veterans' Preference Points for the first time or requested a change in the number of points – you will receive the additional task below. This task is not immediately assigned to you and will only come up if initiated by the Recruiter.

Step 1: Once a Recruiter verifies that points have not already been awarded, or that you are requesting a change in the number of points – the following task will appear on your candidate home page, under My Tasks. To complete the task, click **Start**.

o continue forward ir	n the selection pro	cess.		
Job Title	Job Req	Task Status	Date Assigned	Action
Operations & Policy Analyst 2	REQ-105529	Not Started	August 16, 2022	Start
	o continue forward ir Job Title Operations & Policy Analyst 2	o continue forward in the selection pro Job Title Job Req Operations & REQ-105529	o continue forward in the selection process. Job Title Job Req Task Status Operations & REQ-105529 Not Started	o continue forward in the selection process. Job Title Job Req Task Status Date Assigned Operations & REQ-105529 Not Started August 16, 2022

Step 2: In the drop down, indicate the number of percentage points you are requesting (1). *Drag* and drop your supporting documents or use the *Select Files* button to attach the required documents (as indicated in the task) (2).



The Indicate U.S. Veteran Status task will move to your Completed tab.

