

Internal Applicant (Current FAU Employee) Tutorial

This tutorial provides internal job applicants with the process on how to complete a job application in Workday.

If you copy and paste verbiage from a document into your application, or utilize the option to parse it, please delete and retype

a current FAU employee, please refer to the External Applicant (Non FAU) for instructions on how to apply.

Log in to your Workday account by going to <https://workday.fau.edu> and signing in with your

FAU username and password.

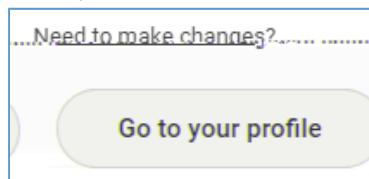
- 2 From the Workday homepage, you can find available positions by completing one of the following steps:
 - a. Select the Career worklet (pictured below). Click on the "Find Internal Jobs FAU" button.
 - b. Search "Find Internal Jobs FAU" in the search bar and then press enter. Select the report from the search results.
- 3 Find a position that you would like to apply for by scrolling through the available opportunities, or by searching for a specific position.
- 4 Click on the position you are interested in applying for. Read over the position details and

Apply

6. Once you are signed in, follow the prompts and instructions within the application to move forward with the process.
7. Make sure to complete the required fields in each section. Fields with an asterisk (*) are required to be filled out.

NOTE: For AMP and Faculty positions, you are required to attach a resume and cover letter for your application. For SP, OPS and Student positions, you are required to complete the Job History section of the application.

8. If no changes are needed in the Job History section of your application, you can continue to the next step. If you need to update the Job History section of your application, follow the instructions below:
 - a. Select the option to make changes by selecting the "Go to your profile" button (pictured below).



- b. Go to the "Job" section of your Workday profile and then select the "Professional Profile" tab.

