Cornell University is pleased that you are again considering an opportunity with our organization. We strive to ensure that all applicants are provided with the resources to best position themselves for success in the hiring process.

The purpose of this document is to offer guidance for navigating the application process and answers to common questions. We wish you the best of luck in your job search.

Add or Update Your Professional Profile

**Important Note:** We strongly recommend that you complete your Workday Professional Profile to share your work history, education, and skills prior to applying for a position.

1. Login to Workday. Click on your name or photo in the upper right-hand corner and then click the View Profile link,
2. Click the Career task to open your Professional Profile.
3. You can enter your information manually, or if you have a LinkedIn account, you can import data from your LinkedIn profile.
   For detailed instructions please see: How to Add and Update your Professional Profile.

Apply for a Job as an Internal Candidate:

1. From the Workday homepage, click on the Careers icon and then select Find Jobs - Staff, Union, Librarian, and Temporary.
2. Browse available jobs. Use the Filter on left to narrow your search.
3. Click the Job Title to read more about the Job Description, such as Location, Job Family, Hiring Manager, Contact Name, etc.
4. Click the Apply button on the Job Posting of interest.
5. The next screen displays information taken from your Professional Profile (information such as Experience, Education, and Skills are listed).
   **Important Note:** If the Professional Profile doesn’t appear as you like, click the Go to Professional Profile button and revise prior to applying.
6. Click the Attachments button or use the Click to Add Files box to add attachments.
7. Scroll to the bottom half of the page, and answer the questions.
8. At the bottom of the page, there are three options to select from: Submit, Save for Later, or Cancel
   a. If satisfied with the application, click Submit.
   b. If you want to revisit the application again prior to submitting, click Save for Later.
   c. If not interested in applying, click Cancel.
9. You can click My Applications on the Career icon (homepage) to see a list of all the jobs you’ve applied for and their status.

**Related Questions on the Application Process:**

- **How can accommodation be requested to assist with the application process?** If you require and accommodation for a disability so that you may participate in the application or selection process you are encouraged to contact Cornell University's Office of Workforce Policy and Labor Relations. That office can be reached at voice (607) 254-7232, or via fax at (607) 255-0298 or email at equalopportunity@cornell.edu.
  
  For internet access please visit your local library, Department of Labor or contact the Recruitment and Employment Office for assistance.

- **Why use Professional Profile? Can’t an internal applicant just add attachments?** Using the Professional Profile feature ensures that your data is viewable by all members of the search committee team. Attachments are viewable only by select members.

- **I updated my Professional Profile before I applied for a position. Where should I go next?** Type “Find Jobs” in the search box to resume your application process.

- **Why doesn’t all my Professional Profile information display on the application?** There is a limit to how much text will display in the application onscreen; however the information is included. Click “Show More” to view entry in entirety.