Applying for a Job (Internal Candidate)

Cornell Cooperative Extension is very excited that you are considering another opportunity with our organization. We strive to ensure that all applicants are provided with the necessary resources to best position themselves for success in the hiring process. We would like to wish you the best of luck and hope that you find success at Cornell Cooperative Extension.

💡 ***NOTE: You are considered an "Internal" Candidate if you are applying for an opening in your current Association.***

If you are applying to a Cornell University or other Association position, you are considered an "External" Candidate and will need to apply via the external sites.

Temporary employees who are not paid through Cornell University (i.e. not employed by a Cooperative Extension Association) are considered External Candidates. A temporary employee on Cornell University's payroll (i.e. employed by a Cooperative Extension Association) *IS* considered an "Internal" Candidate *IF* they are applying for a position at their current Association's location.

The purpose of the guide below is to offer some guidance on how to navigate your way through the internal application process as well as to answer some common questions that you might have.

💡 It is recommended that you complete or update your Professional Profile in Workday prior to applying for a position as the system will use that information to pre-populate your Work History, Education, and Skills.

Applying for a Job as an Internal Candidate

1) **Log into Workday** at www.workday.cornell.edu using your NetID and password.
2) In the upper left search box type **Find Jobs.**
3) Select **Find Jobs – County Extension**.

💡 This process can also be accessed from the Career Worklet icon located on the homepage and then clicking Find Jobs – County Extension.

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4) The **Find Jobs Report** will display.

   You will see a list of all Open Jobs. Scroll though the available positions or use the filter options (Job Category, Locations, Job Type, and Full/Part-time) on the left narrow the list to certain specific criteria.

5) Click on the **Job Title** to view the Job Description and Job Details such as Location, Job Family, Hiring Manager, Contact Name, etc.

6) Click the **Apply** button

7) The Application screen appears. The top section displays information pre-populated from your Professional Profile (information such as Experience, Education, and Skills).
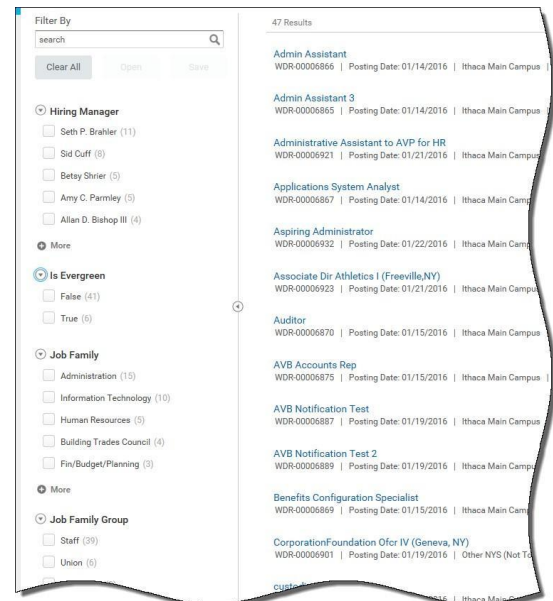
    Important Note: If the Professional Profile information is not updated or hasn't yet been created click the "**Go To Professional Profile**" button to update that information before going further with the application process.

8) **Review** the information and **scroll down** to Attachments. You may wish/need to upload a resume, cover letter, references, etc. The job posting should indicate if attaching a resume, cover letter, references, etc. are required.

   Resume/CV

   Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)


   Drop files here
   or
   Select files

   Click **Select Files** or use the **Drop Files Here** box to manually move documents into your application. *Note that there is a 5MB max.*

9) Scroll down and complete the **Internal Application Questionnaire**. All text boxes must be completed. Read each question carefully and respond to each.

10) At the bottom of the page, there are three options to select from: Submit, Save for Later, or Cancel.
    ➢ If you want to revisit the application again prior to submitting, click **Save for Later**.
    ➢ If not interested in applying, click **Cancel.**
    ➢ If satisfied with the application, click **Submit** and then **Done**.
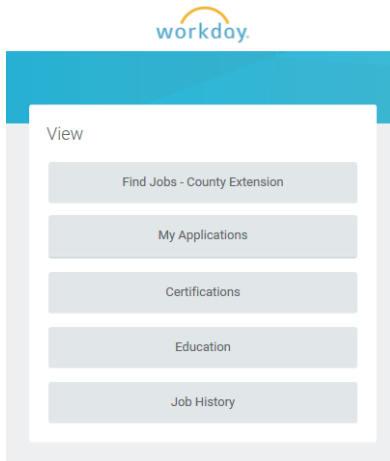
UPDATED: 4/2016

After clicking Submit you have completed the process of applying for this position.
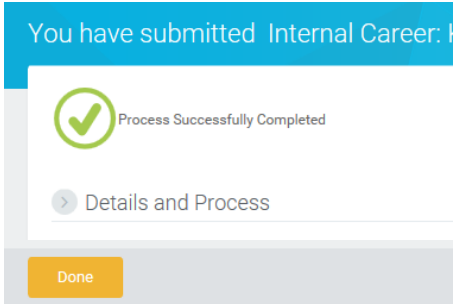
Reviewing your Applications and Status

You can view your applications and standing within each search at any time by logging into Workday and clicking into the Career Worklet icon located on the homepage. Then click My Applications.

The resulting screen will show all INTERNAL jobs you have applied for as well as the status of your application within each. Click the title of the position to see the details of the job.

Remember that you will only see applications here for INTERNAL positions – positions that are within your current Association. To view EXTERNAL job and applications you will need to visit and log into the correct external career site.

Common Questions Related to the Application Process:

- **How can an accommodation be requested to assist with the application process?** I understand that if I require an accommodation for a disability so that I may participate in the selection process I am encouraged to contact Cornell Cooperative Extension Administrative Systems at (607) 255-2117, or via email at: cce.recruitment@cornell.edu.

- **For internet access** please visit your local library, Department of Labor or contact the Recruitment and Employment Office for assistance.

- **Can an internal applicant just add attachments**? It is in their best interest to fill out fields in the application versus only attaching documentation so that the Recruiter, Search Committee Members, Hiring Managers, and Interviewers will see their information in the Candidate Grid view.

- **Does Workday open a separate window, if an internal candidate needs to modify their Professional Profile**? No, the candidate will need to modify their profile, then apply again. *Note: The information from their Professional Profile may collapse depending on the amount of text entered. Click "Show More" to thoroughly review the details.*