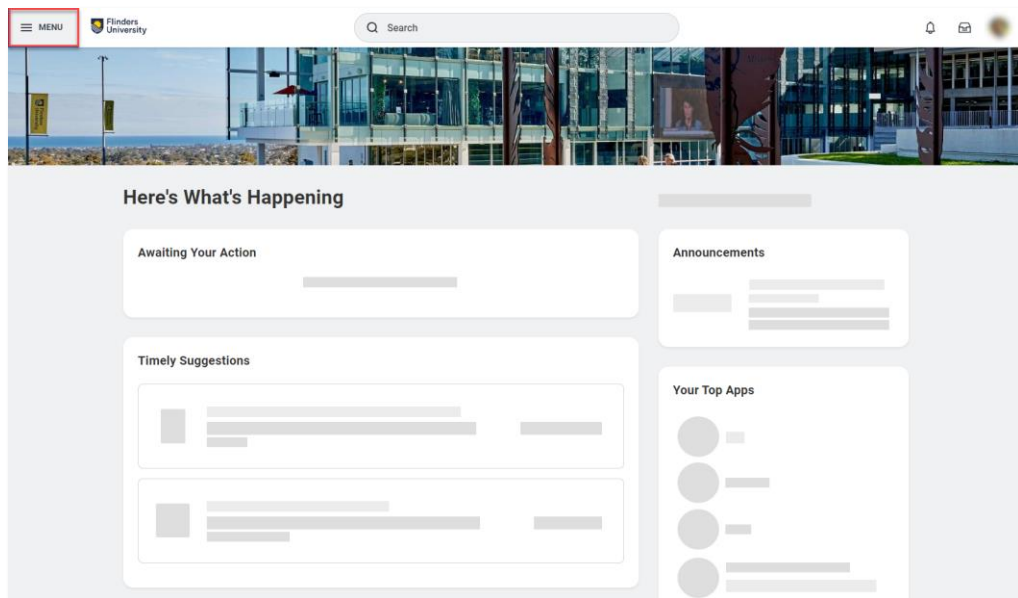
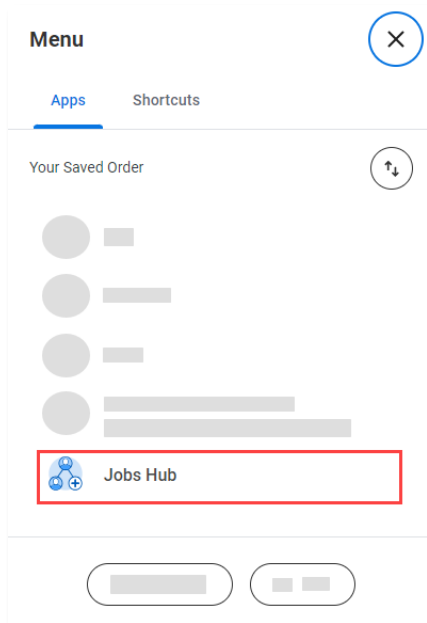


As an existing Flinders University employee, you can view and apply for internally advertised jobs via Workday.

From your Workday homepage, select the *Global Navigation Menu*.



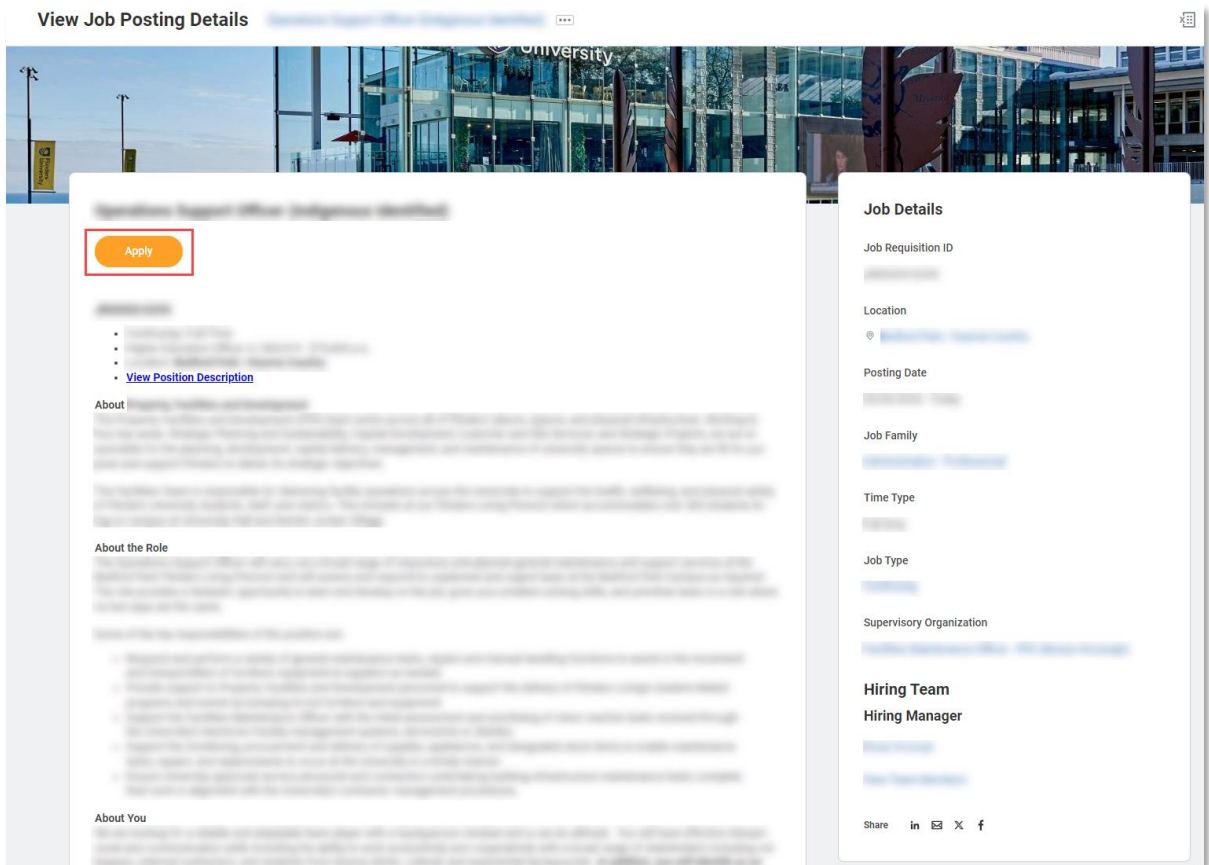
Select the *Jobs Hub* app.



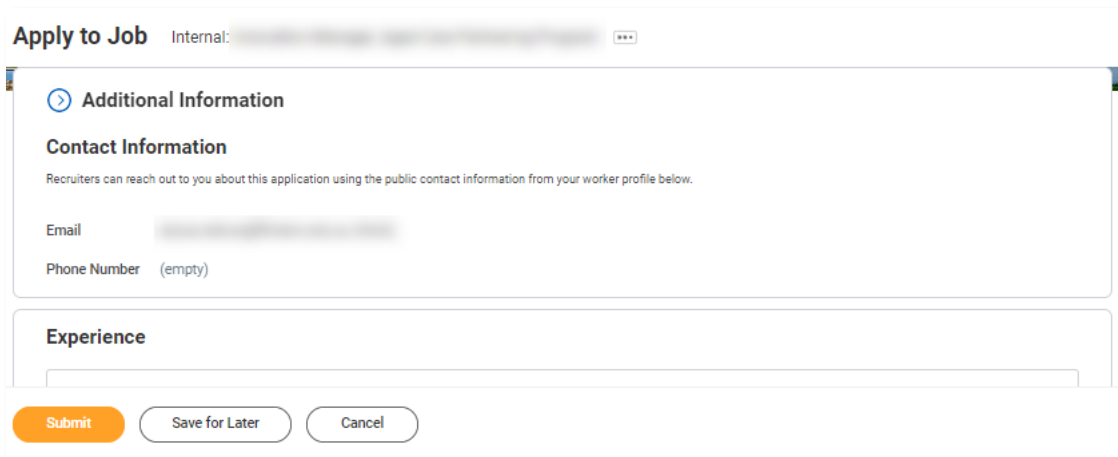
Select the *Browse Jobs* tab. A list of all internal vacancies will appear.

Click on *View Job*.

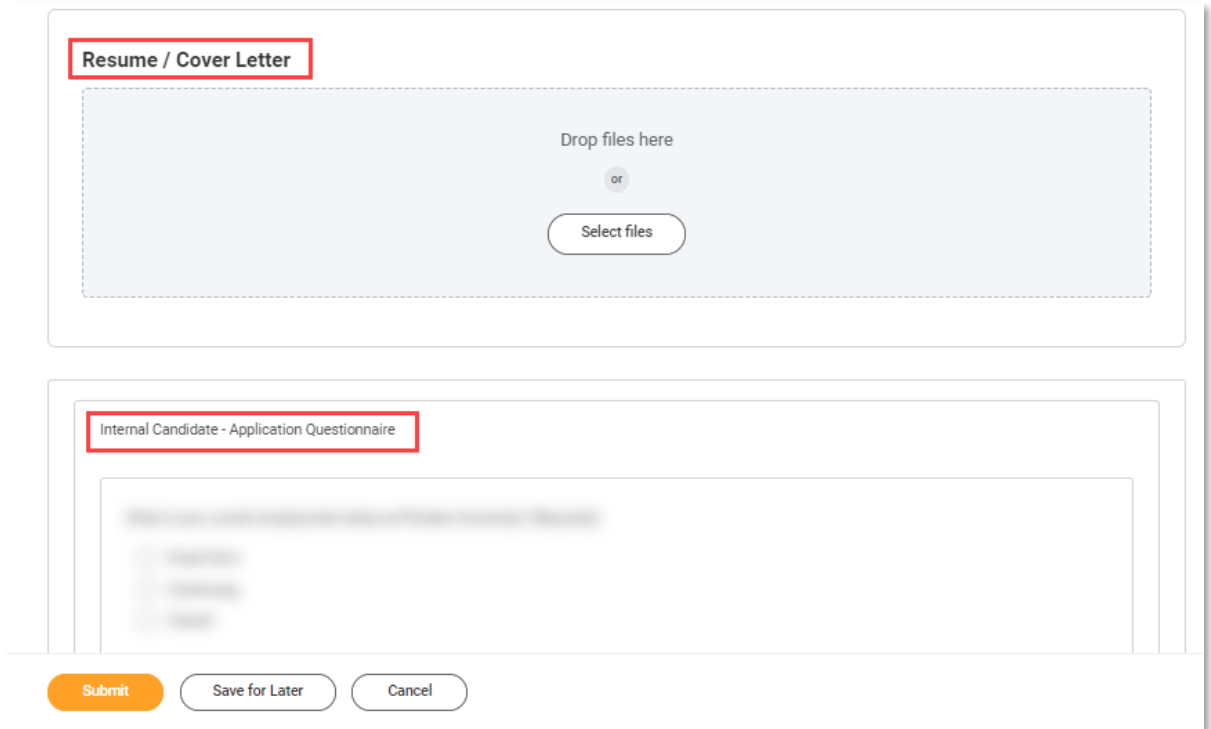
This will open a new explorer tab and review Job Posting details. Click *Apply*.



Complete all requirements in *the Apply to Job* screen.

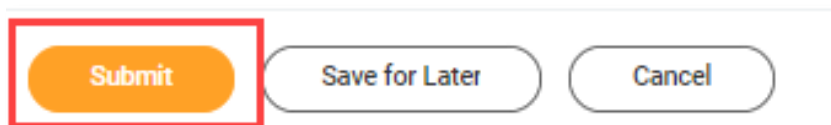


Continued from previous page, ensure you upload your Resume/Cover letter and answer the required questions.



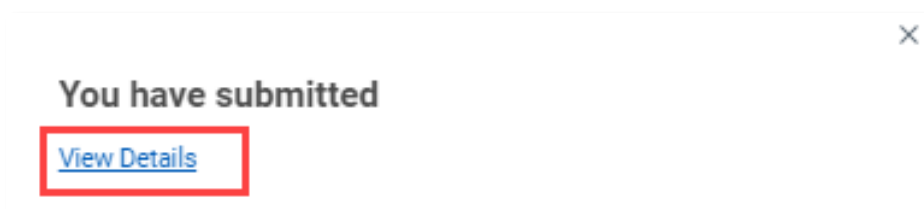
The screenshot shows a web form with two main sections. The first section is titled "Resume / Cover Letter" and contains a dashed box for file upload with the text "Drop files here" and a "Select files" button. The second section is titled "Internal Candidate - Application Questionnaire" and contains a large text area for answers. At the bottom of the form, there are three buttons: "Submit" (highlighted in orange), "Save for Later", and "Cancel".

Once all required and/or any additional information/comments have been entered, click Submit.



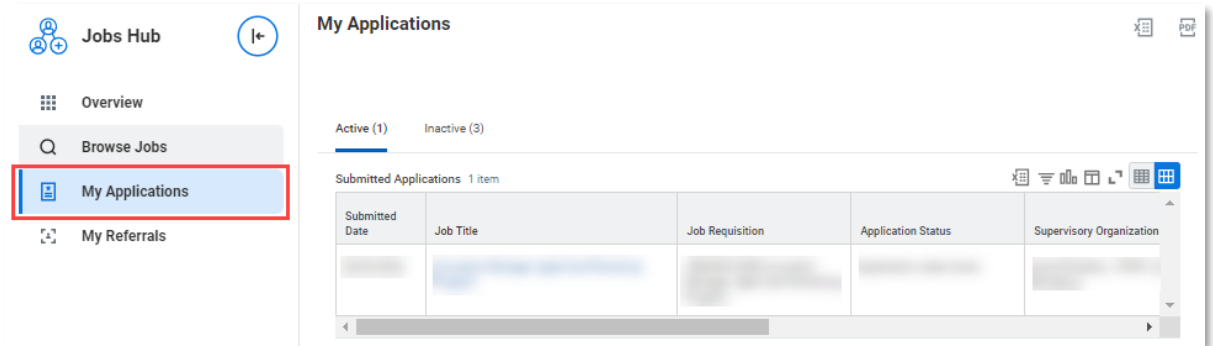
This image is a close-up of the bottom of the form, showing three buttons: "Submit" (highlighted with a red box), "Save for Later", and "Cancel".

The 'You have submitted' screen will appear. This ends the application process for an internal vacancy. You can click *View Details* to review your job application.



The screenshot shows a confirmation message "You have submitted" in a white box with a close button (X) in the top right corner. Below the message is a blue link "View Details" which is highlighted with a red box.

To check your application progression and check which vacancies you have applied for – open the Jobs Hub and select the My Applications tab.



The screenshot shows the Workday Jobs Hub interface. On the left, a navigation menu is visible with the following items: 'Jobs Hub' (with a back arrow icon), 'Overview', 'Browse Jobs', 'My Applications' (highlighted with a red box), and 'My Referrals'. The main content area is titled 'My Applications' and shows a summary of 'Active (1)' and 'Inactive (3)' applications. Below this, there is a section for 'Submitted Applications' with '1 item'. A table is displayed with the following columns: 'Submitted Date', 'Job Title', 'Job Requisition', 'Application Status', and 'Supervisory Organization'. The table contains one row of data, which is blurred. The interface also includes various icons for filtering, sorting, and viewing options.