

Applying for a Job (Current Employees)



We strongly recommend that you use a computer rather than a mobile device to submit your application. Some features are not available on a mobile device.

- Go to [Workday](#) and search for a job.
 - For additional help accessing Workday off-campus, [follow this guide](#).
- Select the job you wish to apply for from list of open positions and click **Apply**.

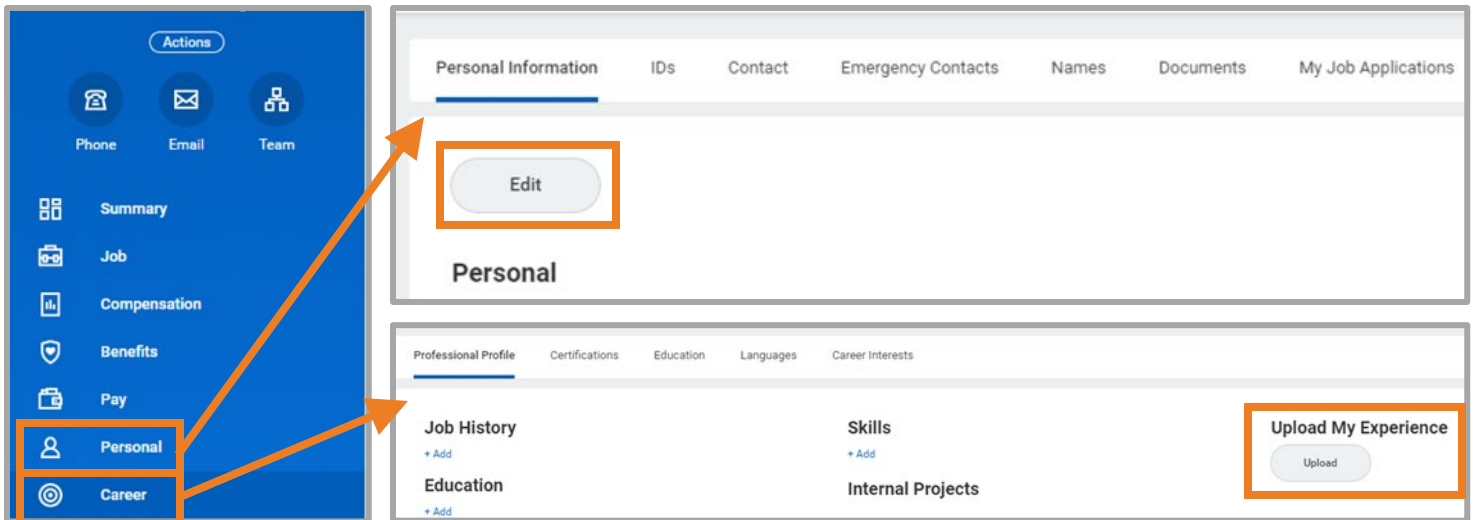
The screenshot shows the Workday 'Find Jobs' interface. At the top, there's a search bar with 'q |' and a 'Search' button. Below it is a 'Saved Searches' section. The main content area is titled 'Current Search' and shows '227 Results'. Three job listings are visible: 'MD/DO Family Medicine Physician - Tomah, WI', 'DBA Administrator - Lead', and 'MD/DO Pediatric Gastroenterologist'. The left sidebar has filters for 'Distance' and 'Full/Part-time'.

- Select **Go to your profile** and update your **Contact** information and add relevant:
 - **Job History** (*list of jobs you have held at Gundersen and outside of Gundersen*)
 - **Education** (*degrees obtained*), and
 - **Certifications** (*i.e. CNA certification, RN licensure, etc.*) before completing your application.

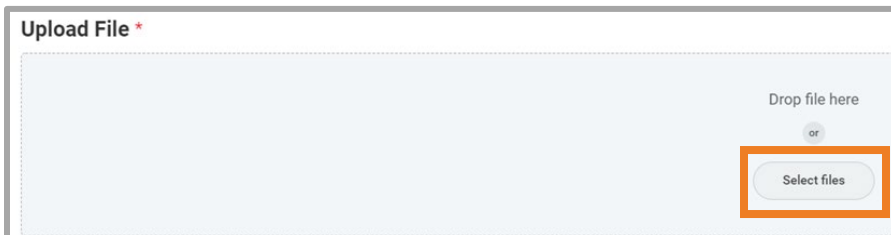
The screenshot shows the 'Apply to Job' page. The page title is 'Apply to Job' and the job title is 'Internal: CNA-Certified Nursing Assistant, .75 FTE12 hr shifts, Surgical Unit'. The page contains sections for 'Job History', 'Education', 'Certifications', 'Languages', 'Skills', and 'Resume / Cover Letter'. A 'Go to your profile' button is highlighted with an orange box.

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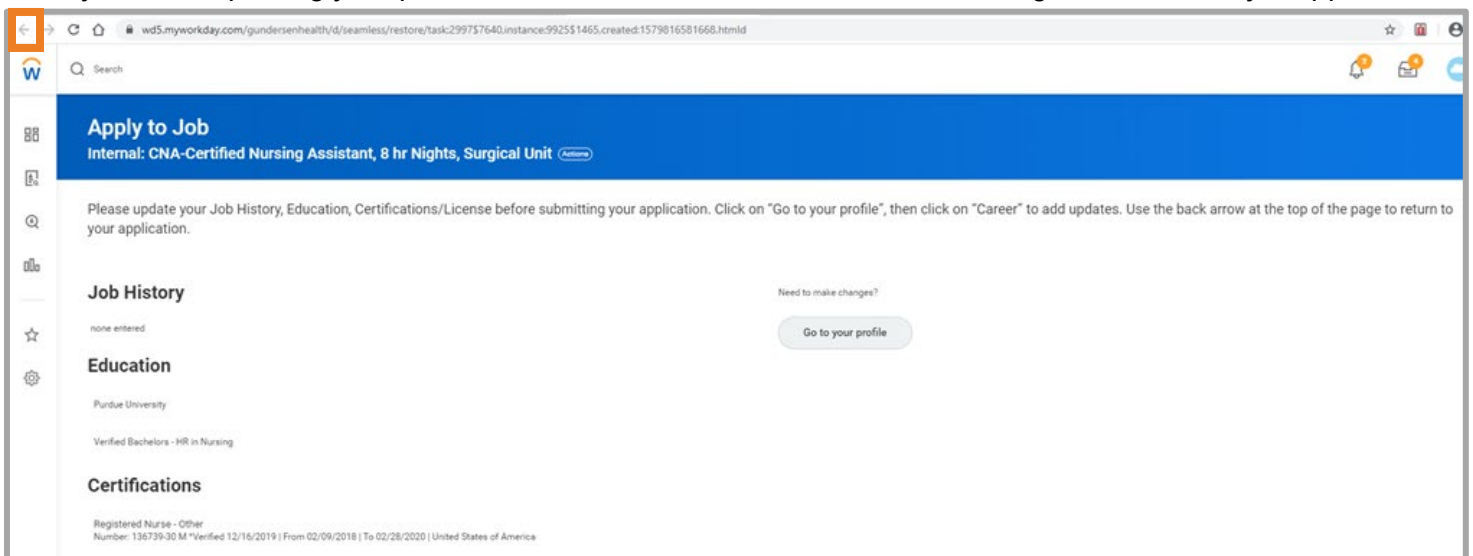
- From your profile, select **Personal** to review your contact information for your worker profile, such as personal contact email and telephone numbers. Select **Career** to update or add professional certifications, licenses, and education to your profile.



- If you wish to upload a resume or cover letter to your **profile**, you may do so now. (You will have an opportunity to add a resume, cover letter, or other documents to support your application when you return to the job application.) **Once you submit your application, no one is able to add documents to your application.** To upload now, go to **Upload File**, select **Select files**, and follow the prompts.



- Once you finish updating your personal information, use the **back arrow** to navigate back to the job application.



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- Complete the entire job application and review your entries before clicking **Submit**.
(Please note: You will not be able to make any changes to your application once you submit it.)

Select files

All Applicant Questionnaire
Please complete the following questionnaire

I have reviewed the job description that was on the posting for this position and I am able to perform the functions of this job with or without accommodation. (Required)

Yes
 No

Are you at least 18 years old? (Required)

Yes
 No

Do you have the legal right to work in the United States? (Required)

Yes
 No

Are you currently, or have you ever been suspended, debarred or otherwise excluded from participation in federal healthcare programs? (Required)

Yes
 No

Are you currently under any type of investigation that could result in your exclusion from participation in federal healthcare programs? (Required)

Yes
 No

What schedule(s) can you work? (Required)

Internal Applicant Questionnaire
Please complete the following questionnaire

Have you been in your current role for 1 year? (Required)

Yes
 No

I understand that I need to make my manager aware if I receive an invitation to interview. Please reference policy HR-135. (Required)


I understand
 I understand and will contact Recruitment Services to obtain more information at ext 50267.

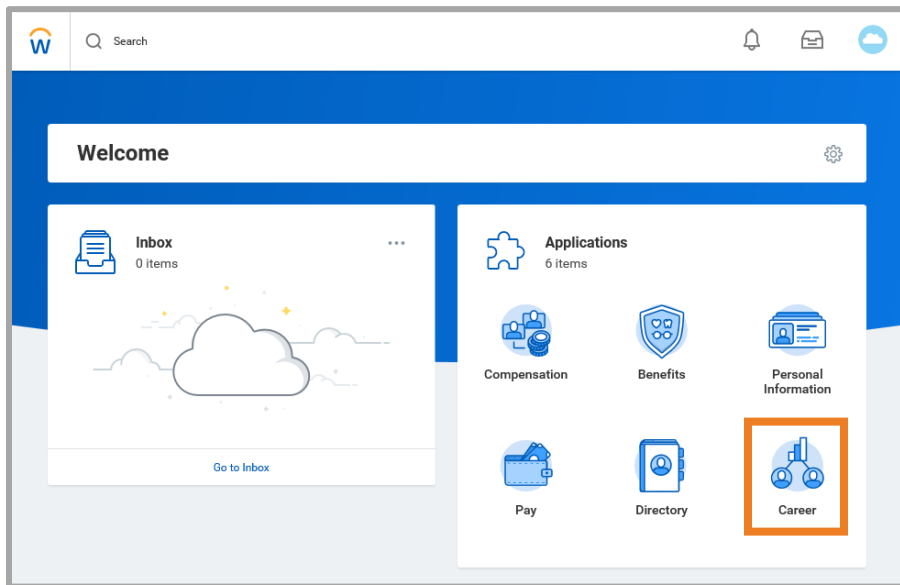
Are you currently on a performance improvement plan? (Required)

Yes
 No

Submit Save for Later Cancel

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- To view your job applications, go to your home page by clicking the  at the top left corner of your browser. Click on the **Career** worklet.



- From the **Careers** worklet, you can **Withdraw Application** (*as a courtesy, please also notify the recruiter for the position*), or you can view your applications by selecting **My Applications**.

