

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 <u>Workday</u> and search for a job.
  - o 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.

Q Search		Û	Ð	0
Find Jobs (Actions)				
<ul> <li>Saved Searches</li> </ul>			Search	$\supset$
Current Search	227 Results			
Clear All	MD/DO Family Medicine Physician - Tomah, WI JR-936   Posting Date: 06/03/2020   Tomah, WI   Spotlight Job DBA Administrator - Lead			
Selectone	JR-1029   Posting Date: 04/15/2020   Onalaska, WI   Spotlight Job MD/DO Pediatric Gastroenterologist			
<ul> <li>Full/Part-time</li> </ul>	JR-549   Posting Date: 04/07/2020   La Crosse, WI   Spotlight Job			

- 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.

Apply to Job Internal: CNA-Certified Nursing Assistant, .75 FTE12 hr shifts, Surgical Unit Com				
Please update your Job History, Education, Certifications/License before submitting your application. Click on "Go to your profile", then click on "Career" to add updates. Use the back arrow at the top of the page to return to your application.				
Job History     Need to make changes?       None effered     Co to your profile       Education     Co to your profile				
Certifications Registered Nurse - Other Nurse: 133739-00 M "Verified 12/16/2019   From 62/09/2018   To 62/28/2020   United States of America				
Languages Toore ettend Skills				
row entered Resume / Cover Letter				
Drop files here @				



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.

			Persona	Information	IDs	Contact	Emergency Contacts	Names	Documents	My Job Applications
P	hone Ema	il Team								
88	Summary	/		Edit						
÷	Job		Pers	onal						
•	Compensation									
۲	Benefits		Professional Pro	file Certifications	Education	Languages	Career Interests			
ß	Pay			-						
8	Personal		Job Histo + Add	ry			Skills + Add			Upload My Experience
Career		Education + Add	n Internal Projects			L				

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.

Upload File *	
	Drop file here or
	Select files

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

€.	C A sud5.myworkday.com/gundersenhealth/d/seamless/restore/task:299757640.instance:992551465.created:1579816581668.htmld		\$ <b>0</b>	0
ŵ	Q Search	Ç	e	C
88	Internal: CNA-Certified Nursing Assistant, 8 hr Nights, Surgical Unit			
Q	Please update your Job History, Education, Certifications/License before submitting your application. Click on "Go to your profile", then click on "Car your application.	eer" to add updates. Use the back arrow at the top of the page	to return	i to
000	Job History Need to make changes?			
☆	Education			
٢	Purdue University			
	Verified Bachelors -HR in Nursing			
	Certifications			
	Registered Nurse-Other Number: 136739-30 M *Verified 12/16/2019 [ From 92/09/2018 ] To 92/28/2020 [ United States of America			



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 positio Ves No	on and I am able to perform the functions of this job with or without accommodation. (Required)	
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 otherwisYesNo	e excluded from participation in federal healthcare programs? (Required)	
Are you currently under any type of investigation that could result in your Yes No	exclusion from participation in federal healthcare programs? (Required)	
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 I understand I understand and will contact Recruitment Services to obtain more	
	Are you currently on a performance improvement plan? (Required) Yes No	
<u> </u>	Submit Save for Later Cancel	



To view your job applications, go to your home page by clicking the w 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**.

← Car	eer	
	Actions	View
	Find Jobs	My Referrals
	Refer a Candidate	Competencies
	Withdraw Application	Certifications
		Education
		Training
		Work Experience
		Languages
		Job History
		Internal Projects
		My Applications
		Achievements
		Professional Affiliations
		Development Items
		Manage Job Alerts

