Internally Apply for Jobs in Workday

This is a step-by-step process for applying internally.

9 Steps   [View most recent version](#) ↗

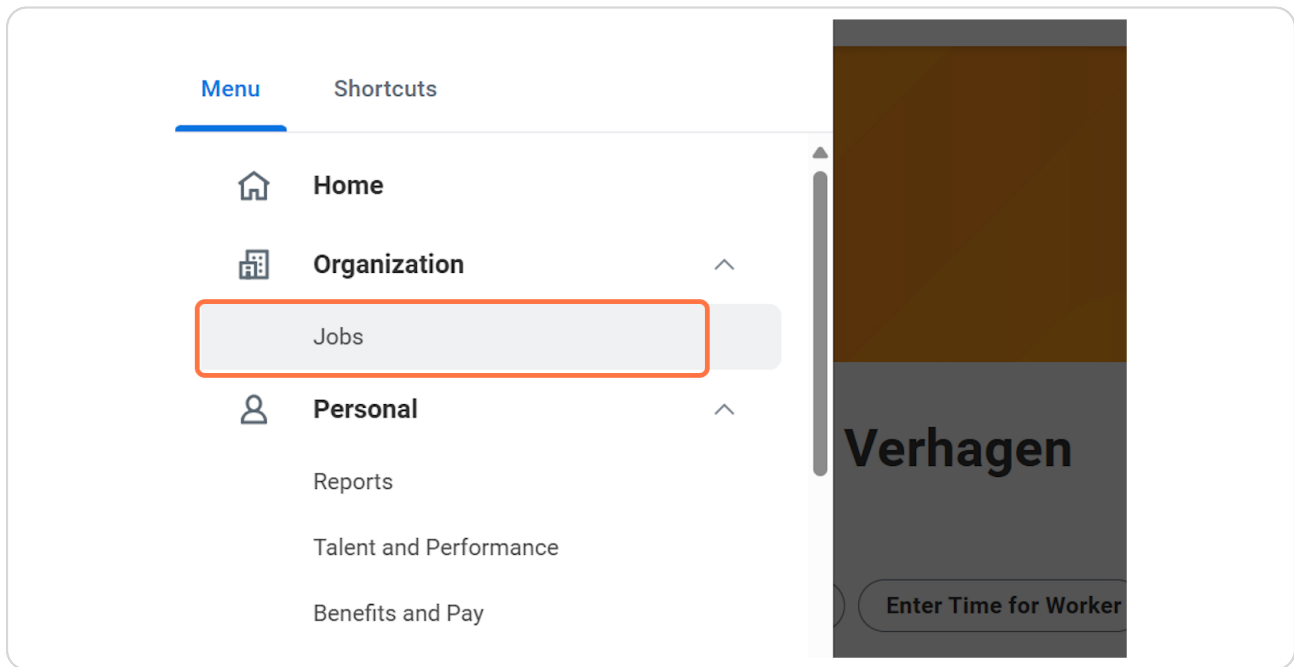| Created by	Creation Date	Last Updated
Alex Drabik	Oct 27, 2025	Oct 27, 2025

STEP 1

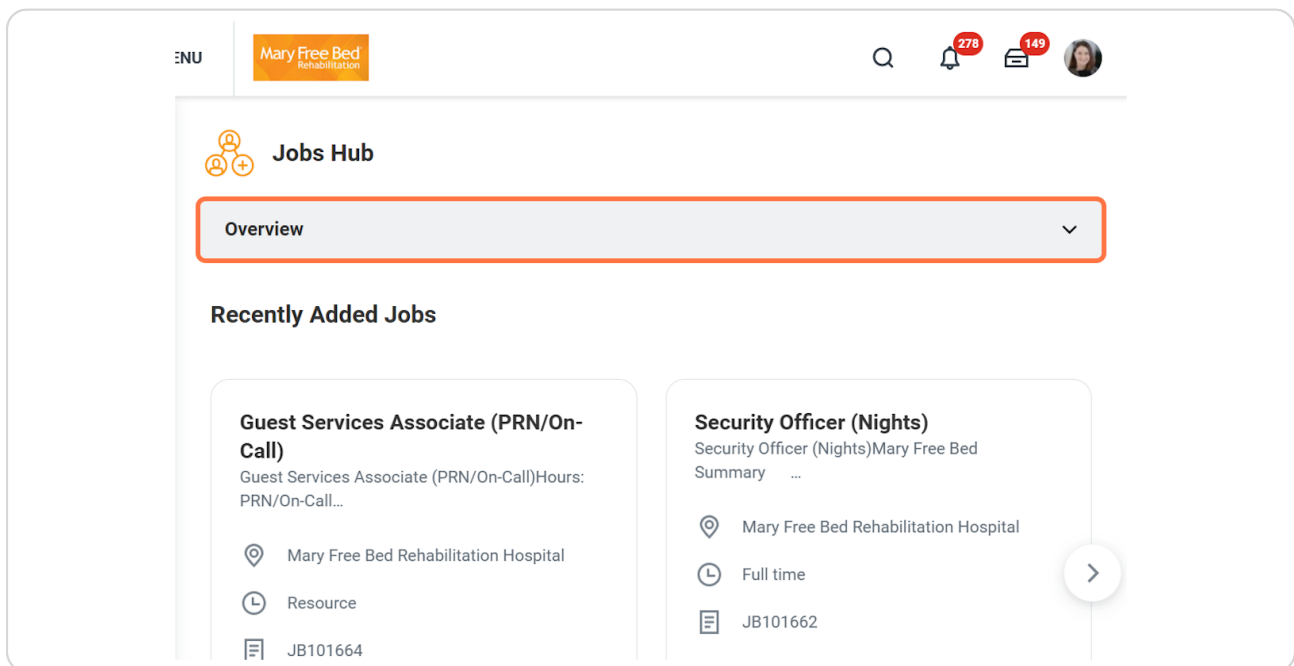## Click on MENU

STEP 2

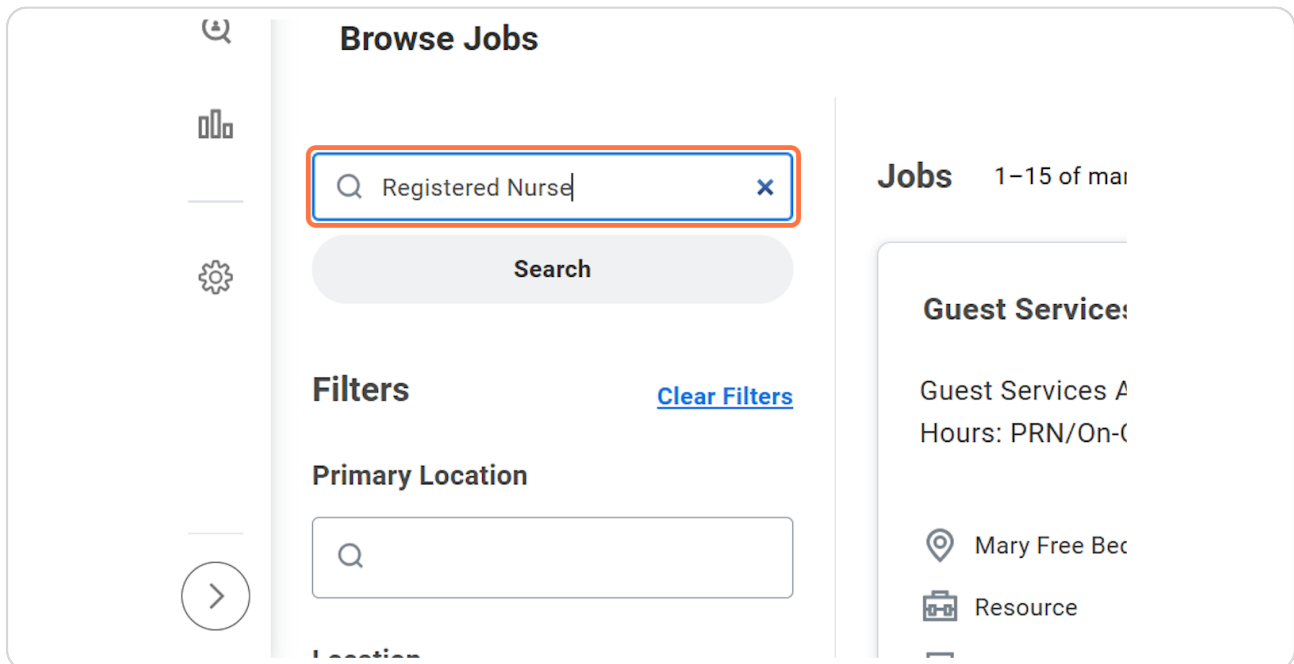# Click on Jobs

STEP 3

Click on Overview

STEP 4

Click on Browse Jobs
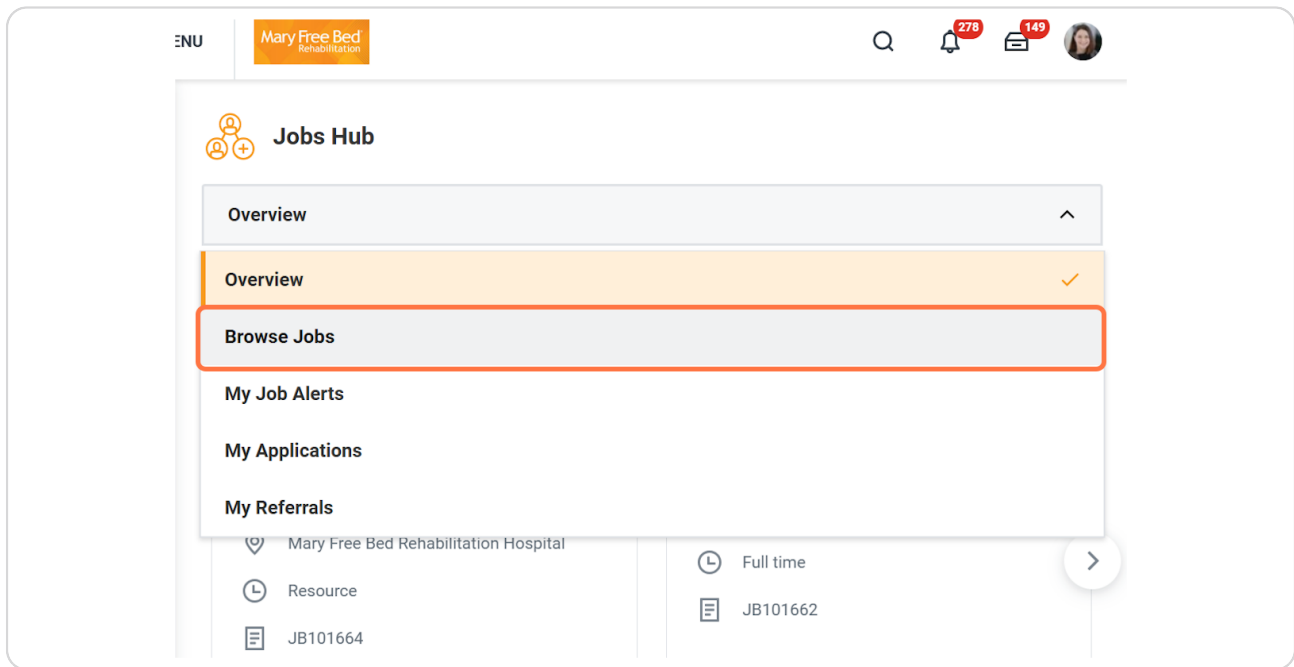
STEP 5

Type the name of the position

STEP 6

Click on Search

STEP 7

Click on View Job

STEP 8

Click on Apply

STEP 9

Complete Application and Click 'Submit'