Internal Career Site

Iowa State University believes in promoting from within when possible, and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal employment opportunity to all applicants and employees.

Once an open position is approved for recruitment, the HR Service Delivery team will generate job announcements electronically and post the announcements on the internal job board. Employees can access the internal job board by clicking on the Find Jobs report in Workday. Appropriate external recruitment sources will vary depending on the vacancy and will be determined by the HR Service Delivery team and the hiring manager.
Internal Career Site

Employees who must utilize the internal career site, include:

- Current P&S, Merit and Faculty employees
- Current Post Docs (including Residents and Interns)
- Current Contract employees

Individuals who are employees, but are in positions that are not able to see the internal career site and must apply via the external career site, include:

- Graduate and undergraduate student employees
- Affiliates
- Temporary employees
- Contingent workers
1. Before beginning the application process, best practice is for the applicant to **update their worker profile** with update information such as Job History, Education, Certifications, Languages, and Achievements.

On the worker profile, select the **Career** tab. The employee has the ability to **Add** or **Upload My Experience**.
2.

To add **Job History**, enter the **Job Title**, **Company Name**, and **Start Date**. All other fields are optional.

3.

Adding **Education** requires the worker to enter a **Country** and **School**. All other fields are optional.
4. From the Workday landing page, you can find available positions by completing one of the following steps:

Search “ISU Iowa State University – Find Jobs” in the search bar and then press enter on your keyboard. Select the report from the search results

or

Select the Career application (pictured below). Select the “ISU Iowa State University – Find Jobs” button
5.

The Internal Careers Site gives applicants the ability to search or scroll through available positions. Applicants also have the ability to filter on Full/Part Time, Hiring Manager, Job Category, Job Family, Job Profiles, Organization, Primary Location, and Worker Type.
By selecting a job posting, you can view:

- **Job description**, which consists of the Position Title, Appointment Type, Job Description, Qualifications, Start Date, Time Type, Application Instructions, etc.

- **Details**, which consists of the Location, Posting Date, Job Family, Time Type, Job Type, etc.

Select **Apply** to begin the application process.
When applying for the posting it will automatically populate the information entered in the applicant’s job profile. This includes:

- Job History
- Education
- Languages
- Skills

**Note:**

Select “Go to your profile” to make additional changes to the career information

8. Attach Resume / Cover Letter
9. An internal application prompts the applicant to **attach application files**. This includes:

- Letter of Application/Cover Letter (Required)
- Contact Information for Three References (Required)
- Any additional documentation described in the application instructions
10. The **multiple choice questionnaire** is required for the applicant to submit, along with agreeing to the Terms and Agreement.

11. Once the applicant has completed the required sections of the application, verify the information entered in the application and make any necessary changes.

Once complete, select “Submit”
Internal Career Site – Job Alerts

Current ISU employees are now able to create job alerts to notify them of internal job openings that they’re interested in. Current employees can create criteria for those alerts so that they receive email or push notifications when new jobs are posted that meet those criteria. These automatic notifications enable employees to reduce time spent manually searching for internal opportunities while helping ISU to more easily fill positions with internal candidates.

Upon clicking on Job Alerts the ISU employee will be able to:

• Create alerts
• Choose the frequency of their e-mailed notifications either daily or weekly
• Edit a Job Alert updating criteria that currently reflects their job search
• Delete a Job Alert which will unsubscribe them from receiving future alerts
1.
To set up a Job Alert, search “Find Jobs” in the search bar and then press enter on your keyboard. Select the report from the search results.

Note: Selecting Find Jobs or Iowa State University – Find Jobs will show the same results.

or

Select the Career application (pictured below). Select the “ISU Iowa State University – Find Jobs” button
2. Navigate to a position you are interested in or any open position.

3. In the top, right-hand corner of the position you are reviewing, select “create job alert.”
4. Complete the following fields:
   • Name your job alert
   • Frequency (daily/weekly)
   • Job Family (P&S, Merit, Faculty, etc.)
   • Job Profiles (if applicable)

Once you have set up your job alert, you can edit or delete at any time.