

# IOWA STATE UNIVERSITY

## Workday Recruiting

Completing Candidate Tasks from Iowa State's  
External Career Site

## Candidate Home Account

To apply for a job at Iowa State University, you must create a Candidate Home account through the external career site. You will receive notifications via email if there are tasks awaiting you related to an application.

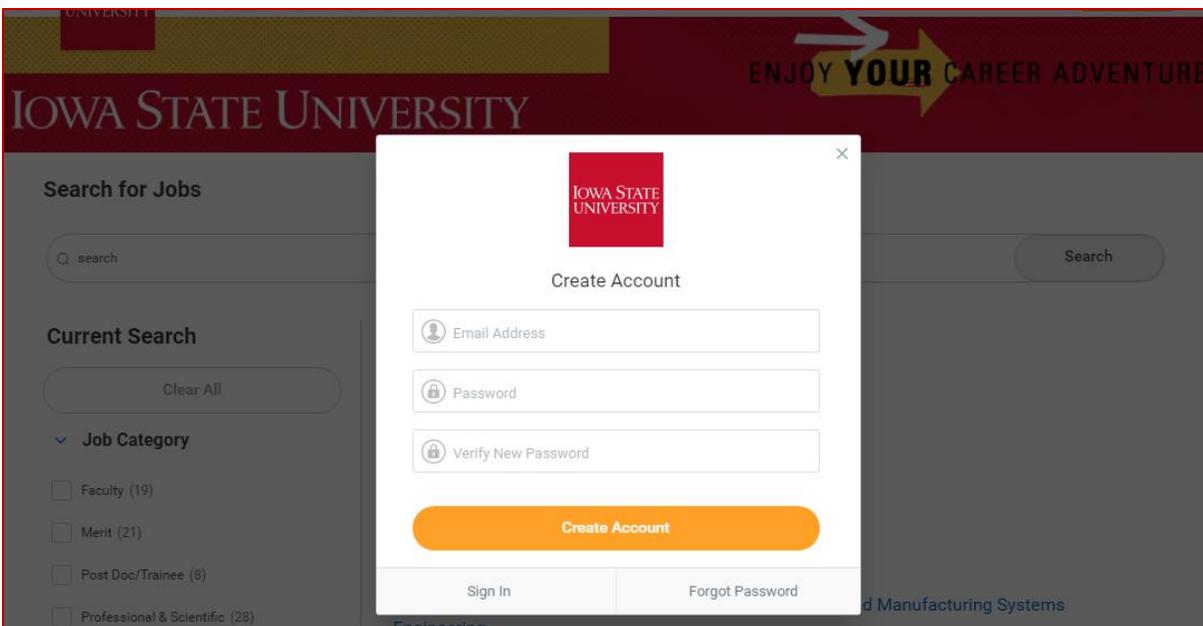
Possible tasks to complete using your Candidate Home account:

- Veterans' Preference questionnaire (prompted immediately after applying)
- Review and sign an offer letter
- Update your National ID if selected for Hire

Other communication regarding interviews, reference checks, verbal offer details, and background checks may be communicated directly by phone or email from a Recruiter or the hiring manager. You may create daily or weekly Job Alerts using your Candidate Home account and can apply filters to receive notifications about postings related to jobs that interest you.

If you are a current P&S, Merit, Faculty, Postdoc or Contract employee, please apply through the internal job board by logging into Workday and searching for the "Find Jobs – Iowa State University" report.

### **Create Candidate Home Account:**



## Recruiting Tasks for Candidates

### Contingent Job Offers

If you are extended a contingent offer for a job application, you will receive an email notification prompting you to log in to your candidate account to review and sign the offer letter. You may also receive a phone call prior to this notification to communicate offer details verbally.

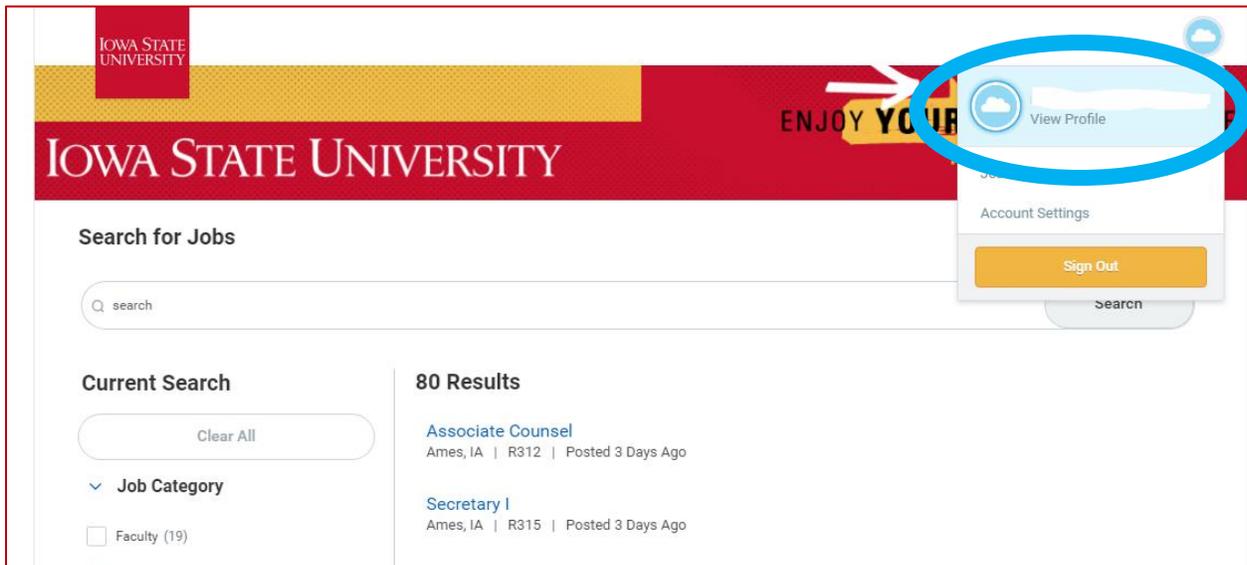
When you receive the email notification, log in to your candidate home account using the task link in the email, or by signing in through the external career site homepage.

If you have any issues signing in to your candidate home account, please contact University Human Resources by emailing [employment@iastate.edu](mailto:employment@iastate.edu). Contact information and other details are included on the career site homepage as well.

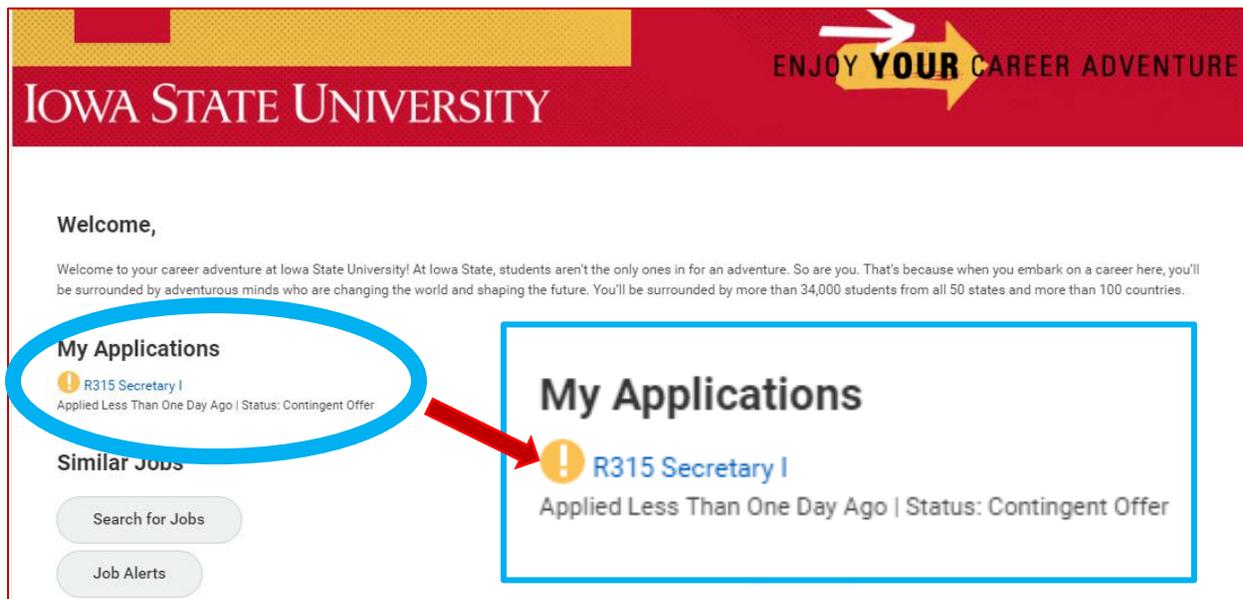
### Navigating your Candidate Home Account

To view the offer letter task awaiting you, select the cloud icon in the upper right-hand corner and click “View Profile”.

Your candidate profile is where you can manage job alerts, job applications, and monitor tasks awaiting you.

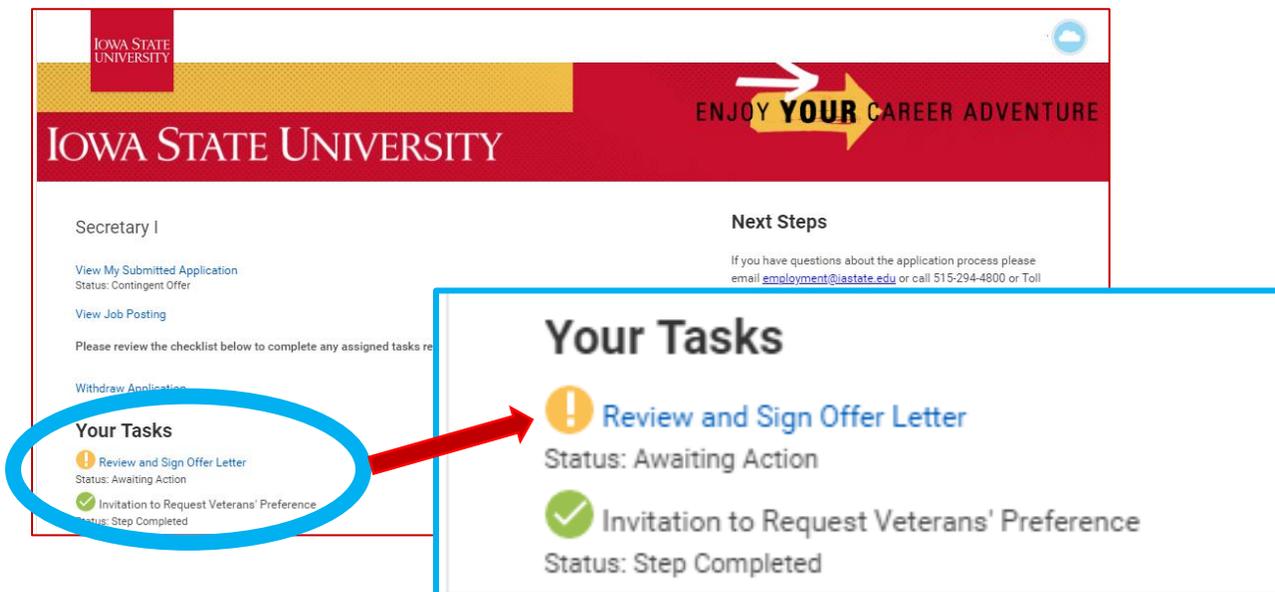


Once on your candidate profile view, you will see a section titled “My Applications”, which lists any jobs you have applied to at Iowa State University. Select the application related to the offer notification to view tasks awaiting you.



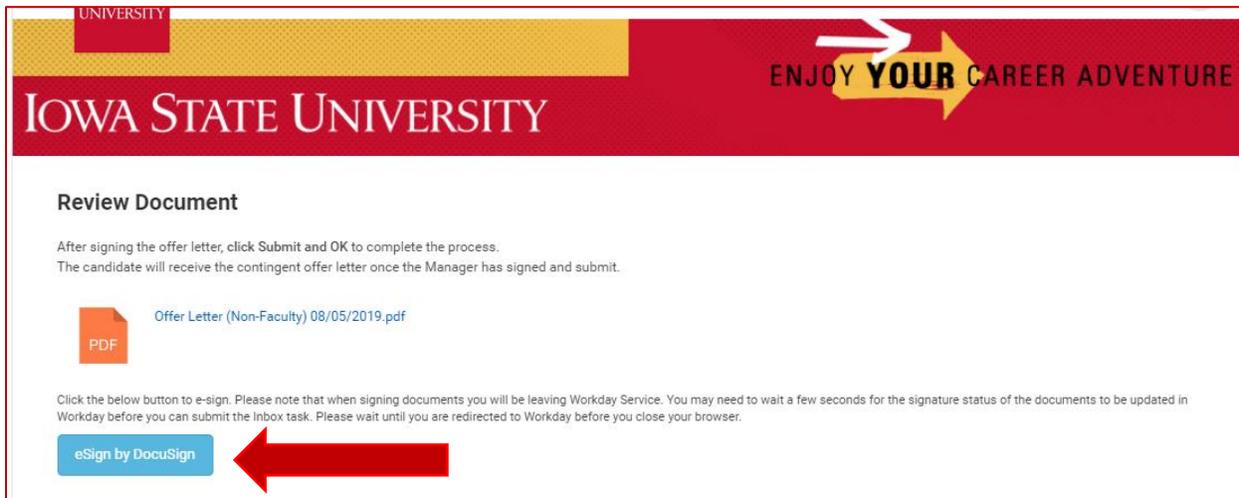
## Tasks Awaiting You

Tasks awaiting you will appear within an individual job application record. If you have applied to multiple jobs, please review each to check that all tasks have been completed. A complete task will have a green check mark icon next to the task name. Tasks awaiting you will have a yellow exclamation point icon, indicating action required. See the image(s) below for reference.



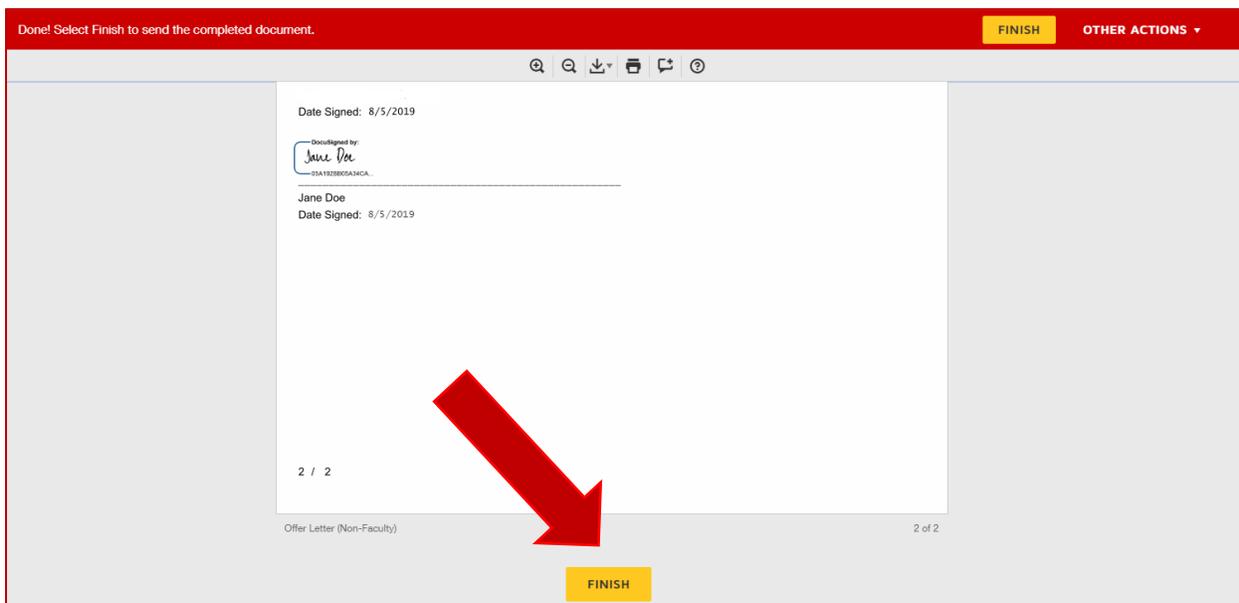
## Signing the Offer Letter

Once you click on the task “Review and Sign Offer Letter”, you will be taken to a page where you will need to select the “eSign by DocuSign” button (pictured below).



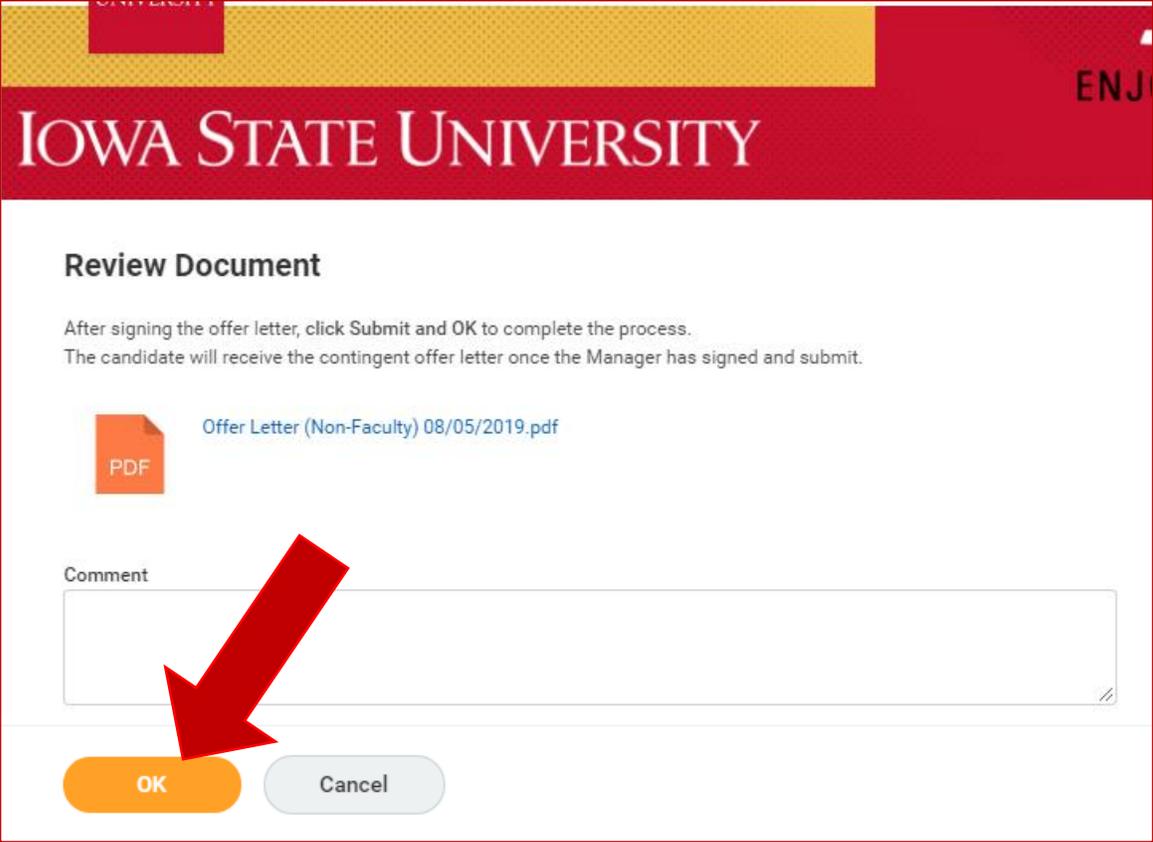
## DocuSign Integration

Once DocuSign is opened, there will be prompts to accept the use of an eSignature. You may review the details of the offer included in the letter and can adopt the signature to sign electronically. Once complete, click “Finish”, you will be taken back to the previous page, where you will need to select “OK” to submit the task.

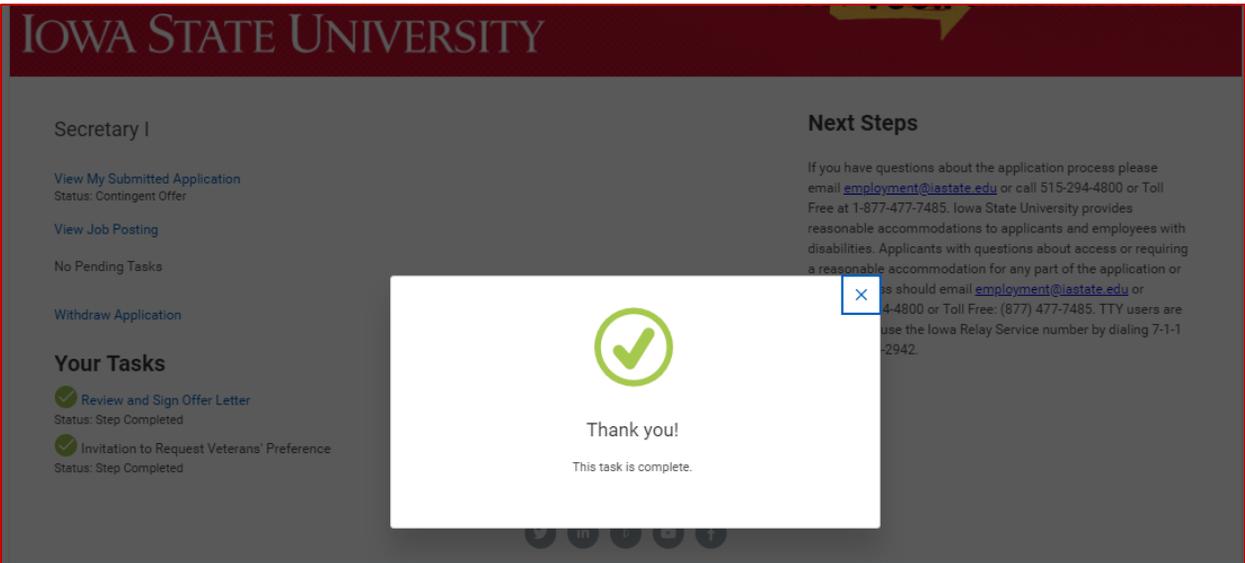


Once complete, click “Finish”, you will be taken back to the previous page, where you will need to select “OK” to submit the task.

(Click “OK” to submit the task)



Once you select OK, you will see a confirmation message verifying that you have signed and submit the offer letter.



# Adding National ID

Candidates selected for hire will receive an email notification stating that, in order to provide you with an Iowa State University employee ID, you must provide a Social Security Number. Directions for employees authorized to work in the U.S. that do not have an SSN will be provided in this email, in addition to the task instructions from the Candidate Home account.

## Locating the Update National ID Task

To act on the National ID task from the Candidate Home account, you may navigate to “Your Tasks” the same way as outlined above, by selecting View Profile and choosing the applicable job application under “My Applications”.



## Update National ID Task

Select “Add” to add your SSN in the National ID section of the task. You will need to enter the country (United States of America), and full 9-digit number. Issue date and expiration date are not required.

Scholars Office at (515) 294-1120 or [isso@iastate.edu](mailto:isso@iastate.edu) for assistance with work authorization. Next, please leave the National ID section blank and press OK or Submit to continue with this form. If yes, please enter your Social Security Number located in the National ID section and continue with this form.

If you do not have a U.S. Social Security Number, please contact the International Students and Scholars Office at (515) 294-1120 or [isso@iastate.edu](mailto:isso@iastate.edu) for assistance with work authorization. Next, please leave the National ID section blank and press OK or Submit to continue with this form.

*Issue Date and Expiration Date not required.*

### National ID

Country \*  
United States of America

National ID Type \*  
Social Security Number (SSN)

Identification Number \*  
111-22-3333

Issued Date  
MM / DD / YYYY

Expiration Date  
MM / DD / YYYY

Remove

Add

Once you have entered your SSN, click OK to Submit. You will see a message confirming this task is complete. Next step actions will be sent via email, including instructions.

### Secretary I

[View My Submitted Application](#)  
Status: Hire

No Pending Tasks

### Your Tasks

- Review and Sign Offer Letter  
Status: Step Completed
- Update National ID  
Status: Step Completed
- Invitation to Request Veterans' Preference  
Status: Step Completed

### Next Steps

If you have questions about the application process please email [employment@iastate.edu](mailto:employment@iastate.edu) or call 515-294-4800 or Toll Free at 1-877-477-7485. Iowa State University provides reasonable accommodations to applicants and employees with disabilities. Applicants with questions about access or requiring a reasonable accommodation for any part of the application or should email [employment@iastate.edu](mailto:employment@iastate.edu) or 515-294-4800 or Toll Free: (877) 477-7485. TTY users are use the Iowa Relay Service number by dialing 7-1-1-2942.

Thank you!

This task is complete.