

Applying for a career at Florida Polytechnic University.

Internal Applicant Process

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This document provides the internal job applicants with the process on how to complete a job application in Workday.

To apply for a job internally, perform the following steps:

1. Log into Workday. From the Home screen, click on the Career worklet.

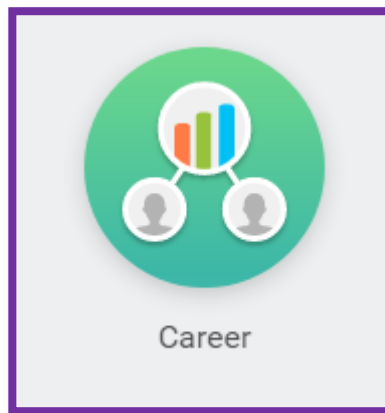


Figure 2-1

Career Worklet

2. At the top center of the screen, you can choose to either view the applications that you've already applied to browse job openings.

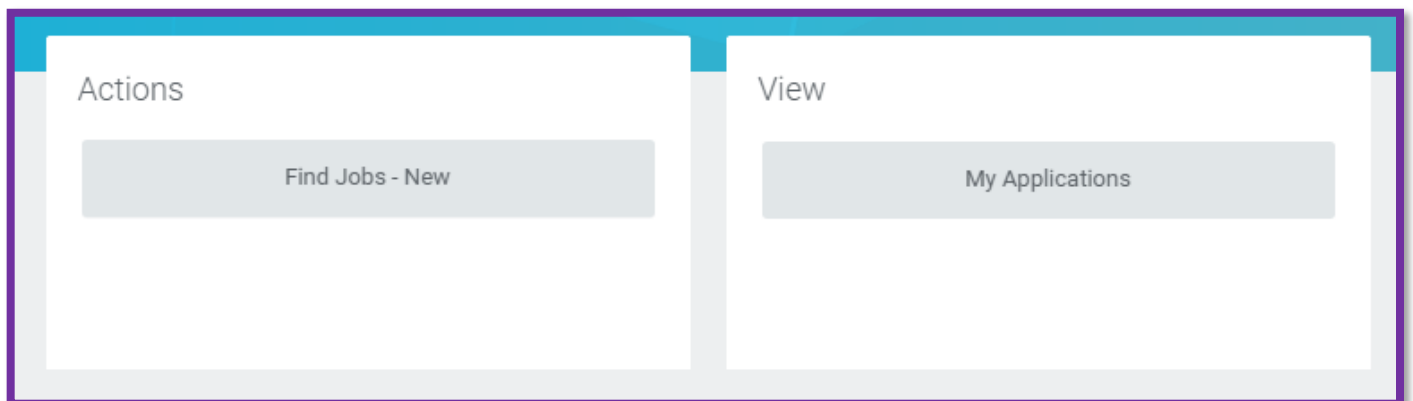


Figure 2-2

Actions & View

- When you click on My Applications, a table is displayed showing you what positions you have applied to and what stage you are in of the recruitment.



Date Applied	Candidate Stage	Job Title	Job Requisition	Department	Hiring Manager	Location	Recruiter
05/04/2017	Reference Check	Internal: Assistant Professor of Computer Engineering	R72 Assistant Professor of Computer Engineering (Evergreen) (Open)	Academic Administration (Melissa Alcega)	Melissa Alcega		Faith Alderman
05/04/2017	Interview	Internal: Chief Compliance Officer and Chief Audit Executive	R180 Chief Compliance Officer and Chief Audit Executive (Open)	Office of the President Administration	Kristen Wharton	Florida Polytechnic University	Faith Alderman
05/04/2017	Screen	Internal: Student Worker-Financial Aid	R144 Student Worker-Financial Aid (Open)	Financial Aid (Eric Celliang)	Eric Celliang	Technology and Admissions Center	Faith Alderman

Figure 2-3 My Applications

- When you click on Find Jobs, all open job requisitions will be displayed.

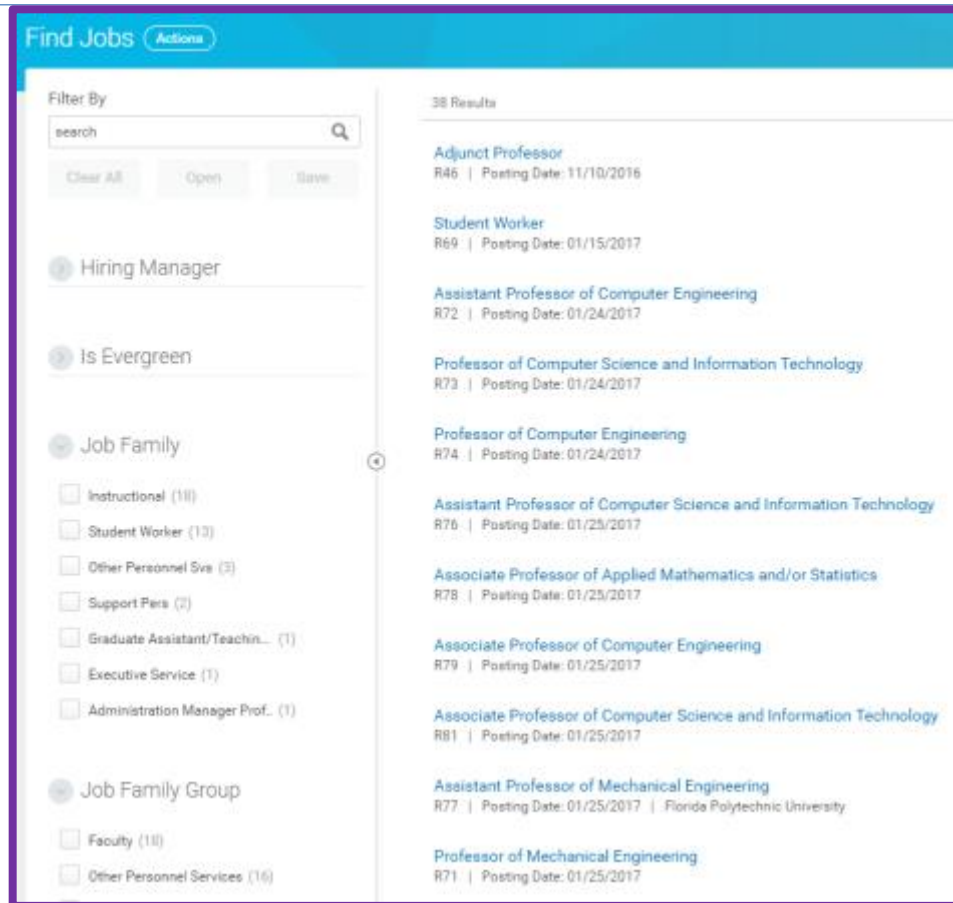


Figure 2-4 Find Jobs Screen

NOTE	On the left side of the screen, you can filter your search based on Job Category, Locations, Job Type, and Full Time or Part Time.
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5. Select the position for which you want to apply. The job description for that position is displayed. In this example, the Assistant Director of Development position was selected.

Assistant Director of Development

📍 Florida Polytechnic University South at PSC


🕒 Posted 8 Days Ago

📄 Full time

📄 R31

[Apply](#) [Apply with LinkedIn](#)

About Us



Florida Polytechnic University, started as a university of engineering and technology, is designed to be different so that graduates possess the talent and job-ready skills to stand out from the crowd. While other top engineering schools in Florida have centers of innovation, Florida Poly was established on April 20, 2012, as a wholly innovative university dedicated to the principle that innovation occurs when research and creativity are applied to real-world challenges. Florida's only public university for engineering and technology dedicated to science, technology, engineering and mathematics (STEM) was created to be both a rigorous academic institution and a powerful resource for high-tech industries.

Job Title

Assistant Director of Development

Job Description Summary

Florida Polytechnic University Advancement seeks a proactive and entrepreneurial Assistant Director of Development who can identify, cultivate and solicit donors; serve as a development liaison, supports fundraising special projects and

Figure 2-5 Job Description Displayed

- To apply, click **Apply**. The application is displayed. See Figure 1-6 Application on page 4.

The talent details below are supplied via your Professional Profile. If you wish to update this data, please navigate to the Professional Profile link on the right before proceeding with the application.

Experience
none entered

Education
none entered

Skills
none entered

Need to make changes?
[Go to Professional Profile](#)

Figure 2-6 Application

- Read the instructions as they contain important information. You will be asked to upload your cover letter, resume, and a copy of your unofficial transcripts to perform a resume parsing feature called Quick Apply.

NOTE	<p>Applying with your CV/Resume does not completely fill in the FLPU application. You will still be required to complete the remaining fields, and review the auto-completed fields for information accuracy.</p>
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Resume / Cover Letter

Drop files here

or

Select files

Figure 2-7 Quick Apply

The application questions are displayed below. See Figure 1-8 Application Questions on page 5. All questions need to be answered.

NOTE	If you select the YES option to candidates seeking veteran's preference, you must attach a copy of your DD-214 or other valid proof of military service. This information can be attached in the same location as the resume and cover letter.
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Internal

If you have worked for another state of Florida university or state agency, please provide details of employment. If not, please enter N/A. (Required)

Do you have a relative employed at Florida Polytechnic University? (Required)

Yes
 No
 None of the above

If you do have a relative employed at Florida Polytechnic University, please indicate name and department. If you do not, please enter N/A. (Required)

Are you presently eligible to work in the United States? (Required)

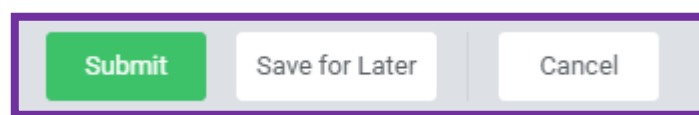
Yes
 No
 None of the above

Are you 18 years of age or older? (Required)

Yes
 No
 None of the above

Figure 2-8 Application Questions

***Important:** Answering Yes to any of the questions pertaining to criminal history requires a simple explanation of the charges. Your application will not be considered unless this information is provided.



Submit Save for Later Cancel

Figure 2-9 Application Submission