

Jobs Hub (Including Create Job Alerts and Submit Internal Applications)

Create Job Alert

The objective of this guide is to access the Jobs Hub and complete related items such as creating job alerts and completing an application and applying for a job.

Security Role

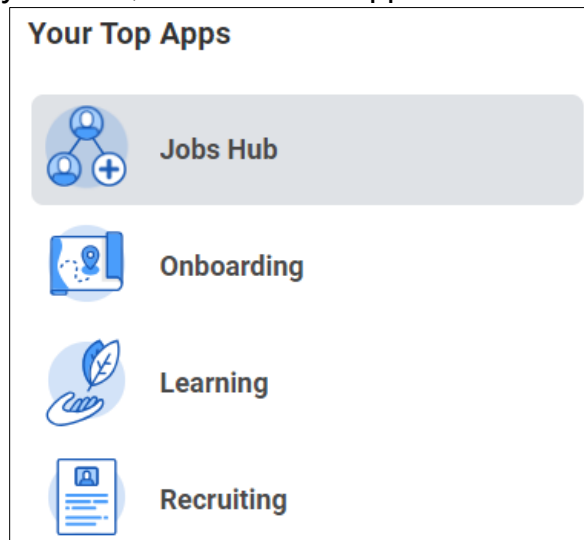
- Employee as Self

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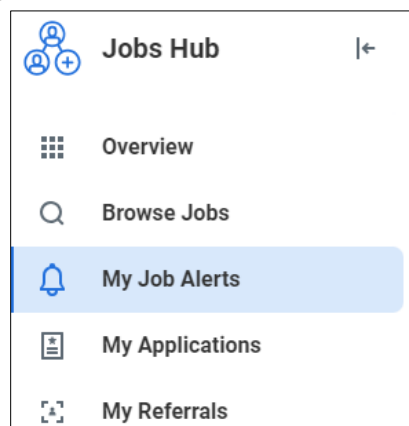
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Create Job Alert

1. Once logged into Workday account, click **Jobs Hub** app.

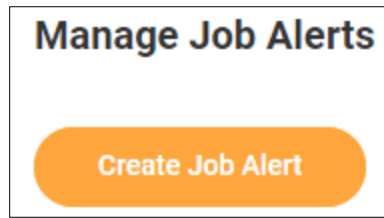


2. From menu, select **My Job Alerts**.

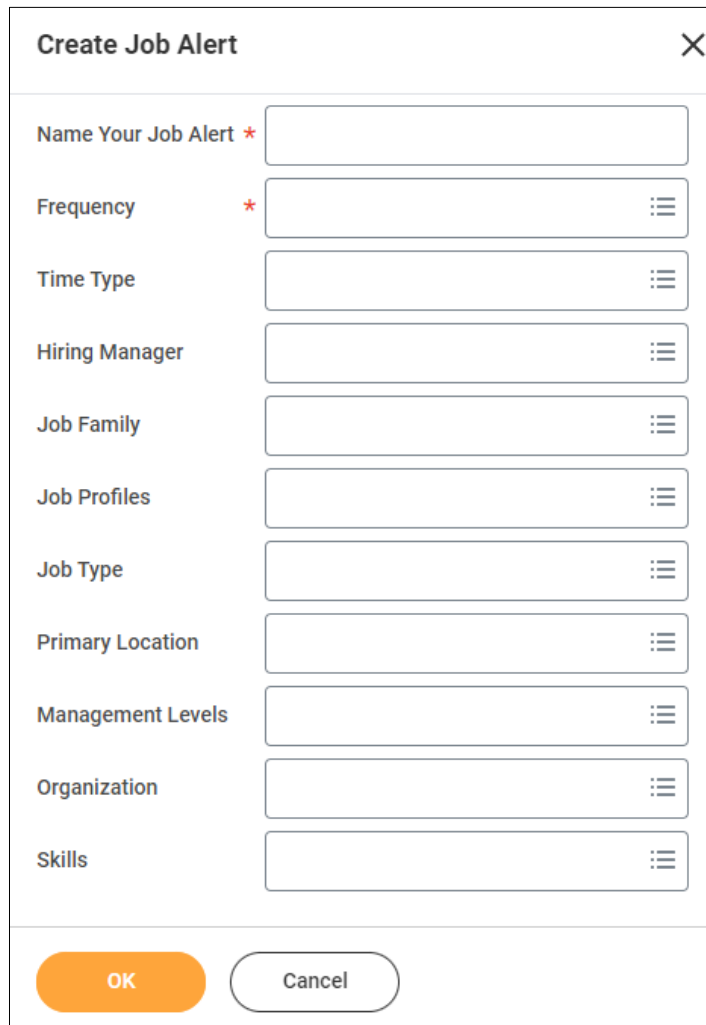


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- Under Manage Job Alerts, click Create Job Alert button.



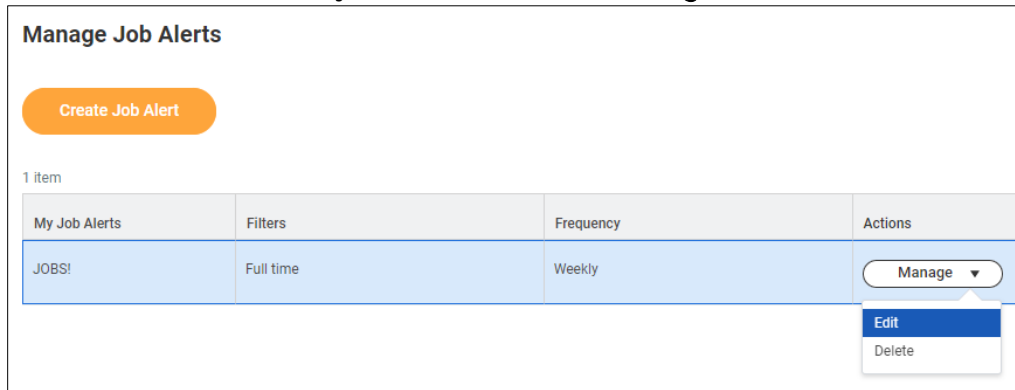
- On the Create Job Alert page, add relevant information:
 - Name Your Job Alert** – Enter a name for this specific job alert.
 - Frequency** – Select if you would like to be notified daily or weekly.
 - Complete other fields as desired to narrow your job alerts to a specific location, job type, or hiring manager. NOTE: At least one filter must be selected.

A screenshot of a "Create Job Alert" modal window. The window has a title bar with "Create Job Alert" and a close button (X). The form contains several input fields, each with a label and a red asterisk indicating it is required. The fields are: "Name Your Job Alert" (text input), "Frequency" (dropdown menu), "Time Type" (dropdown menu), "Hiring Manager" (dropdown menu), "Job Family" (dropdown menu), "Job Profiles" (dropdown menu), "Job Type" (dropdown menu), "Primary Location" (dropdown menu), "Management Levels" (dropdown menu), "Organization" (dropdown menu), and "Skills" (dropdown menu). At the bottom of the modal, there are two buttons: an orange "OK" button and a white "Cancel" button with a grey border.

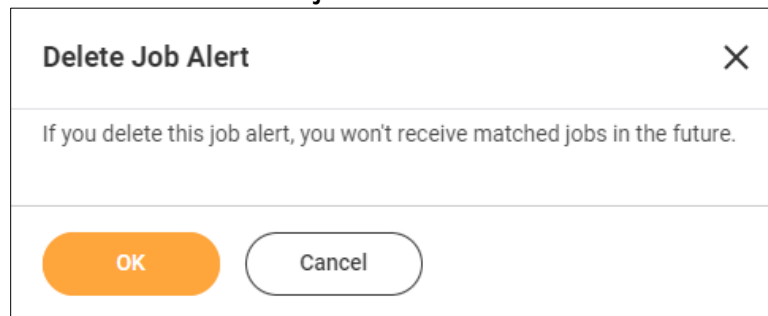
- Click **OK**.

Manage Job Alerts

6. In Manage Job Alerts, find desired job alert and select **Manage** under Actions.

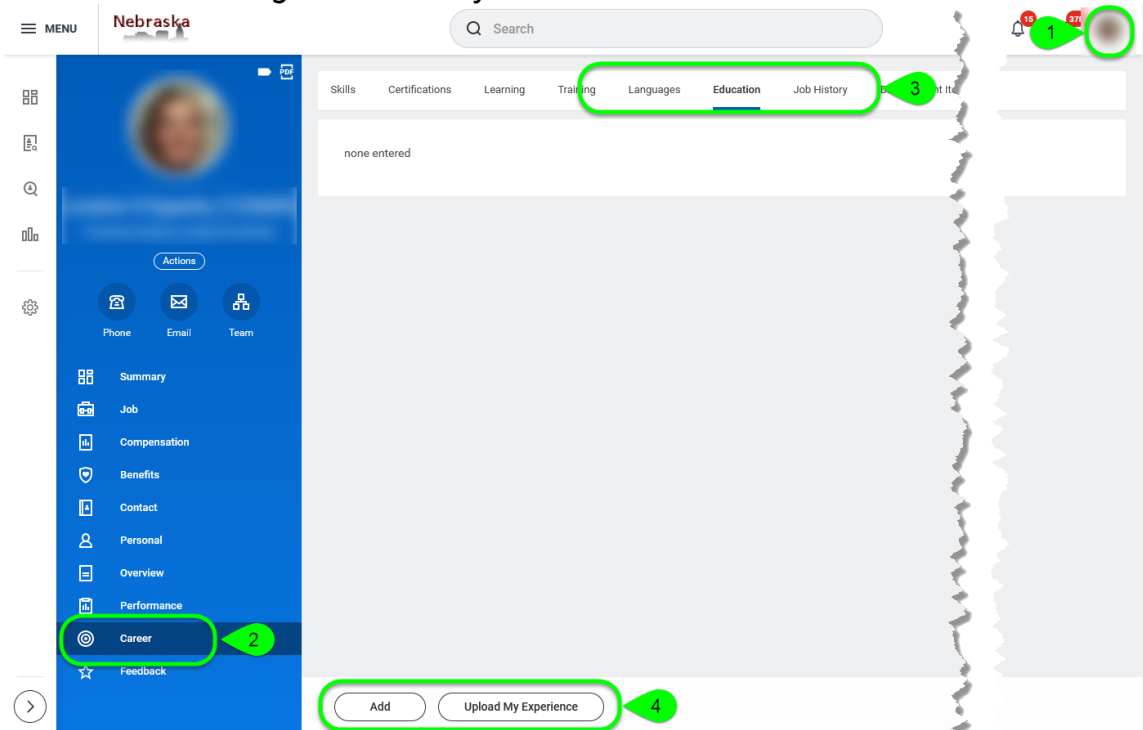


- a. Select **Edit** to edit details in job alert.
 - i. Edit applicable details and click **OK**.
- b. Select **Delete** to delete job alert.
 - i. Click **OK** to confirm deletion of job alert.



Update Career Section of Worker Profile

Maintaining information in this section of your Worker Profile will allow it to populate on future job applications submitted through the Workday Jobs Hub.



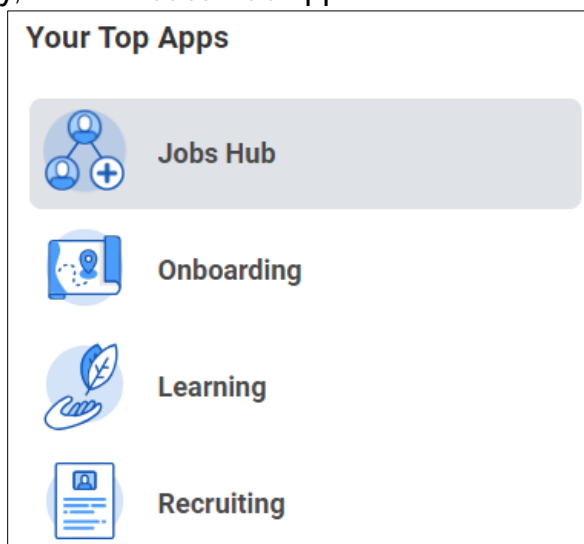
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7. Access the person icon, or your photo icon, in the upper right-hand corner, then click **View Profile** (1)
8. Click **Career** in the blue section (2).
9. Click on the section you would like to update (3).
10. Click **Add** (4).
11. Complete the applicable fields.
12. Click **Submit**.

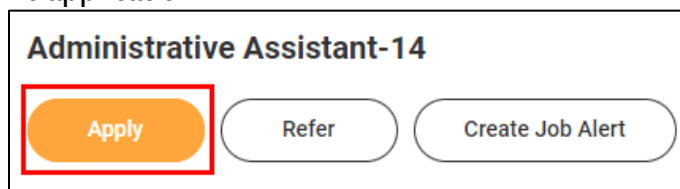
Submit Internal Application

NOTE: Current State teammates submit job applications for any State of Nebraska jobs through the Workday Jobs Hub! **Internal candidates should NOT apply through the external career site.**

13. Once logged into Workday, click the **Jobs Hub** app.



14. From the menu, select Browse Jobs.
15. Scroll through available jobs OR use filters to narrow search results.
16. Click on job posting to review related details.
17. Click **Apply** to submit application.



18. If job history, education, certifications, and other pertinent information has been added to the Career Section of the Worker Profile, it will default on the application. If it does not default, it can be manually entered on the application.

NOTE: Information must be entered and appear on the application for it to be considered as part of the application for the job.

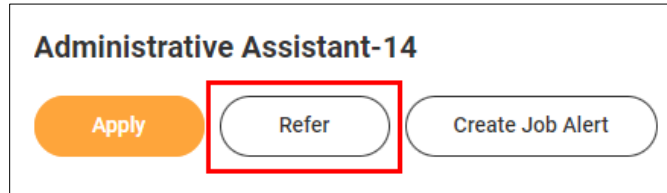
19. Upload **resume** as desired or applicable.
20. Record responses to required **questionnaires**.
21. Click **Submit**.

Refer a Candidate

22. Once logged into Workday account, click **Jobs Hub** app.
23. From the menu, click **Browse Jobs**.

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24. Click the desired job.
25. Click **Refer** button.



26. Complete the required **Referral Details**, including the **First Name**, **Last Name** and **email address** of person being referred, as well as any other applicable details.
27. Select how you know the person in the **Relationship** field.
28. Enter any applicable **comments**.
29. Click **Submit**.
 - a. Once submitted, the referred person will receive an email with information about the job and instructions to apply.

View My Applications

30. Once logged into Workday account, click **Jobs Hub** app.
31. From the menu, click **My Applications**.
32. Review list of **Active** applications, including application status.
 - a. Click **Inactive** tab to review inactive applications, including final status.