Work Smart
CITY of CHARLOTTE

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

Overview

This guide provides step-by-step guidance on how an external candidate (a non-City employee) can use all features of the City of Charlotte's Careers site in Workday. This includes how to create your candidate profile, create job alerts, find and apply for open positions, check the status of job applications once you have applied, and manage current job applications.

Creating a Candidate Profile

1. Log onto the City of Charlotte Career site. If you do not have a City of Charlotte account, click **Sign In** and create a new account.

2. On the pop up, click **Create Account.** Enter in your email, password, and checkbox the City of Charlotte's Terms and Conditions. Once done, click **Create Account.**

Email Address

Password

Verify New Password

Please take a few moments to create yourself a candidate home account. You will need this information to access your account in the future and complete actions related to our selection process.

By creating an account with City of Charlotte you are

Read More ⌄

☐ I understand and acknowledge the City of Charlotte's Terms and Conditions.

Create Account

Already have an account? Sign In

Forgot your password?

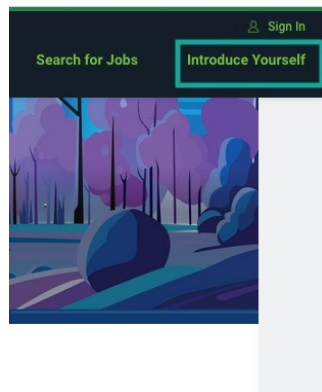# Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

Introduce Yourself

If you don't see a job that matches your current interests but would like to share your background, use the "Introduce Yourself" feature! This lets our recruiters know about your skills and experience for future opportunities that may be a fit. By submitting your information here, you'll stay on our radar, and we may reach out when new roles open up that match your profile.

1. Click on **Introduce Yourself** in the top-right corner.

2. Fill out the following fields on the Introduce Yourself pop-up. Required fields are indicated with a red asterisk (*).

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

4. Scroll down to the **Resume/CV Section.**

5. Upload your resume/CV by either:

   a. Dragging and dropping your file in the gray **Drop file here** box.

   b. Clicking on **Select file**, navigate to your file location, select the file, and click **Open**.

Resume/CV

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max) *

↑

Drop file here
or **Select file**
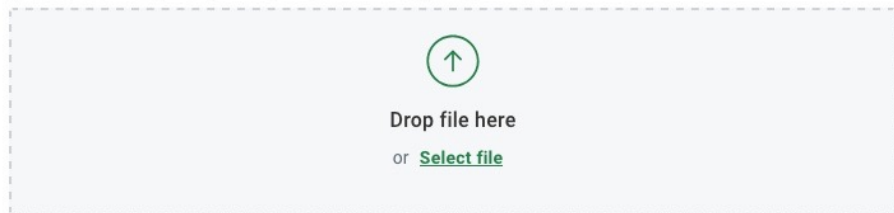
6. Scroll down to the **Skills** section.

7. Skills will display based on your resume. You may add skills if you wish, or you may delete suggested skills that were added automatically.

   a. To add a skill, start typing the skill in the text box. Hit **Enter** when finished.

   b. Select the appropriate skill from the drop-down menu.

Note: If you want to remove a skill, click the "x" to the left of the skill name and it will be removed.

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

8. Review the Privacy policy statement by clicking on the **Privacy Policy** link.

9. Check the box by **I agree** to confirm you agree with the Privacy Policy statement.

10. Click **Submit** button to finish creating your candidate profile.

Skills

Based on your resume, suggested skills will display below. You can remove suggested skills or add additional skills to the field. All skills submitted on this form are associated with you and your ~prospect~ record. Once you submit this form, Workday removes the (Suggested) annotation next to the skills.

Type to Add Skills

By entering your email address and submitting your resume, you agree to our Privacy Policy statement and consent to be contacted.

☐ I agree *

Cancel   Submit

Workday Guide for External Candidates

Contents:

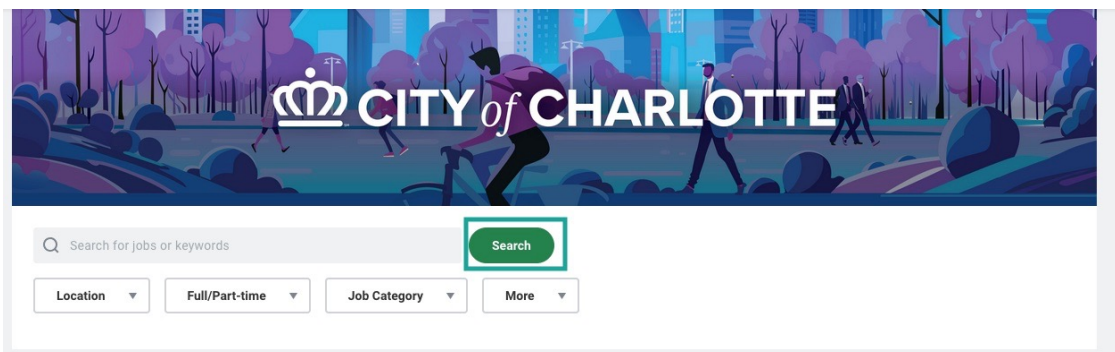*Click any of the above options to be taken directly to that section!*

Last updated November 21, 2024

Searching for Open Jobs

1. Click on **Search for Jobs** in the upper right corner of the header at any time to get to the search screen. If you're not logged in, the search screen will appear automatically.

2. On the search screen, search for jobs by entering a job title or keywords into the **search bar**.

3. You can narrow your search results by selecting any of the filter options:

    a. **Location**

    b. **Full/Part-Time**

    c. **Job Category**

    d. **More** (includes Job Type and other filter Options)

4. Click **Search** to return results. Scroll down to view your results below the search box.

Work Smart
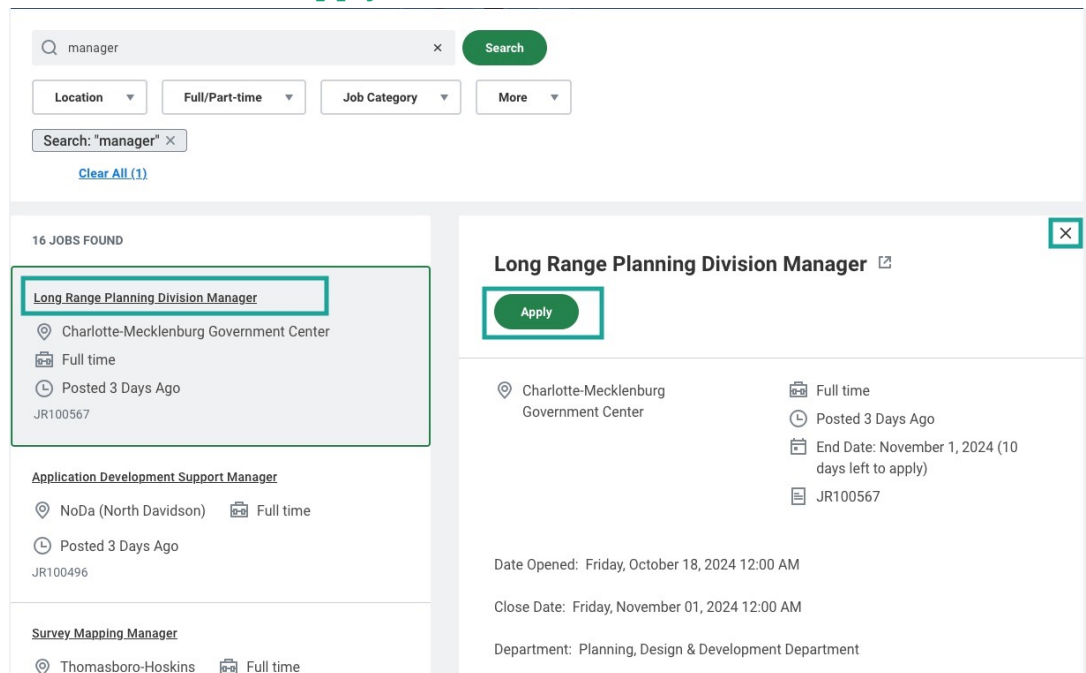
CITY *of* CHARLOTTE

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

Applying for a Job

1. Log on to the Career site. Click on **Search for Jobs** in the upper right corner of the header.

2. Use the **search bar** to filter through open jobs.

3. To learn more about a job, click on the hyperlinked **Job Title**. This will open the job description on the right side of the screen for you to review.

   a. If you are not interested in a job, click the **X** in the upper right corner.

   b. When you have found a job for which you would like to apply to, click **Apply.**

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

4. A pop-up screen will appear asking you to select how you would like to start your application. Options will include the following:

   a. **Autofill with Resume**: Select to autofill the application if you've previously uploaded a resume.

   b. **Apply Manually**: Select to have no fields auto-filled from previous applications.

   c. **Use My Last Application**: Select if you'd like to reuse fields from previous applications.
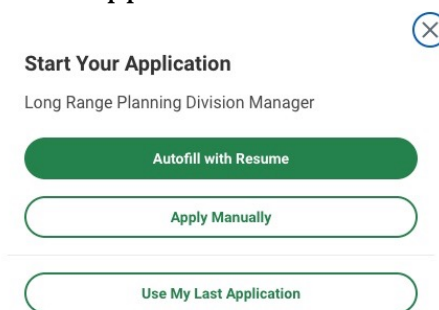
5. The job application will include five sections: My Information, My Experience, Application Questions, and Review. Complete the job application by completing the following steps in their entirety.

Note: If you have previously uploaded a resume or applied for a job, certain fields may be prepopulated. Review and verify the information and complete any additional fields.

Work Smart

CITY of CHARLOTTE

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

6. In the **My Information** section, fill out the following sections:

   a. **How Did You Hear About Us?**: Select an option from the drop-down menu.

   b. **Have you previously worked for the City of Charlotte?**: Select Yes or No.

   c. **Country**: Select an option from drop-down menu.

   d. **Legal Name**: First and Last Name fields are required.

   e. **Address**: Address Line 1, City, State, and Postal Code fields are required.

   f. **Email Address**: If logged in, your email address will populate to your log-in email.

   g. **Phone**: Phone Device Type, Country Phone Code, and Phone Number fields are required.

7. Once you are satisfied with your responses, click **Save and Continue**.

8. In the **My Experience** section, provide details about your work experience in the following sections:

   a. **Work Experience:**

      • Review any job history that has been pre-populated and revise as needed.

      • Add any missing work history by clicking **Add** or **Add Another** and completing all required fields: **Job Title***, **Company***, and **From*** and **To*** date.

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

b. **Education** (Choose to add any education information):

- Select the **School or University*** box to type in your school's name in the search box. Click **Enter** and select the appropriate school into the drop-down menu.

    - If you do not find your school or university, search for 'Other' and press enter.

- Select **Degree*** from the drop-down menu.

- Select **Field of Study*** by starting to type your field of study into the search box. Click **Enter** and select the appropriate field of study from the drop-down menu.

- Select **Add Another** if you have multiple degrees to add.

c. **Certifications** (Choose to add any certifications you have):

- Select the **Certification*** box to start to type in your certification received. Click **Enter** and select the appropriate certification in the drop-down menu.

- You can also choose to add a Certification Number, Issued Date, Expiration Date, and upload an attachment with the certification.

d. **Languages** (Choose to add any languages you have experience with on your application):

- Select the **Language*** box to type in and select the language.

- You can choose to check **I am fluent in this language.**

- Select level of **Overall Comprehension***, **Reading***, **Speaking***, and **Writing*** fields.

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

e. **Skills** (Choose to add additional skills):

- Select the **Skills*** box to type in your skill in the search box. Click **Enter** and select the appropriate skill into the drop-down menu.

Note: if you want to remove a skill, click the "x" to the left of the skill name and it will be removed. You can also remove education, experience, languages, etc. in a similar way.

f. **Resume/CV:**

- Validate the appropriate file is uploaded, or upload your resume/CV by either:

  a. Dragging and dropping your file in the gray **Drop file here** box.

  b. Clicking on **Select file**, navigate to your file location, select the file, and click **Open**.

g. **Websites** (Choose to add a career-related website to list on your application)

9. Once you are satisfied with your responses, click **Save and Continue** or click **Back** to review the previous section.

10. In the **Application Questions** section:

a. Answer these questions truthfully and accurately. Required questions are indicated are indicated with a red asterisk.

b. Review your responses before continuing. Once you are satisfied with your responses to each question, click **Save and Continue** or click **Back** to review the previous section.

Work Smart

CITY of CHARLOTTE

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

11. In the **Voluntary Disclosures** section, fill out the following:

   a. Voluntary Personal Information:

   - Completion of questions in this section is entirely voluntary. If you do not wish to submit a response, simply skip the question.

   Note: This data is for federal census purposes only, and it will not be used in any aspect of the employment or selection process.

   b. Terms and Conditions:

   - Review the terms and conditions related to your application submission.
   - Click the checkbox confirming you agree with the terms. This response is mandatory to submit your application.

   c. Click **Save and Continue** or click **Back** to review the previous section.

12. In the **Review** section:

   a. Your job application is summarized and presented for you to review. Review all details one final time for accuracy. Once submitted, an application cannot be edited.

Work Smart

CITY of CHARLOTTE

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

b. If you are satisfied with your application, click **Submit** at the bottom of the screen. A pop-up screen will appear to confirm that your application has been submitted successfully.

Application Submitted

Your application has been submitted successfully!

You have no more tasks.

Return to Home

Note: When your application has been submitted successfully, you will receive a confirmation message on your screen. In addition, you will receive an email notification that your job application has been received.

Work Smart

CITY *of* CHARLOTTE

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

Using Candidate Home

1. Log on to the Career site. Click on **Candidate Home** in the upper right corner of the header.

2. The **Candidate Home** page has the following sections: My Tasks, My Applications, Suggested Jobs, and My Account.

3. In the **My Tasks** section, there will be any outstanding tasks that you are required to complete to continue pursuing a job with the City of Charlotte.

4. In the **My Applications** section, there will be a list of your current applications, including any applications you have started but not yet completed. See the [Managing Job Applications](#) section in this job aid for more detail.

5. In the **Suggested Jobs** section, if Workday identifies open jobs that fit your candidate profile, they will be suggested to you here for review/consideration.

6. In the **My Account** section, you can **Update Contact Information** and/or **Edit Account Settings.**

   a. **Update Contact Information**: Click here to update your Country, Legal Name, Address, or Phone number. Once updated, click the **OK** button at the bottom of the screen.

   b. **Edit Account Settings**: Click here to update your email address or delete your account information. Once updated, click **Submit** at the bottom of the screen.

Work Smart

CITY of CHARLOTTE

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

Creating a Job Alert

1. Log on to the Career site. Click on **Candidate Home** in the upper right corner of the header.

2. On the next page, select **Create Job Alert**. Job Alerts can only be created and viewed when you're logged into your Candidate Home.
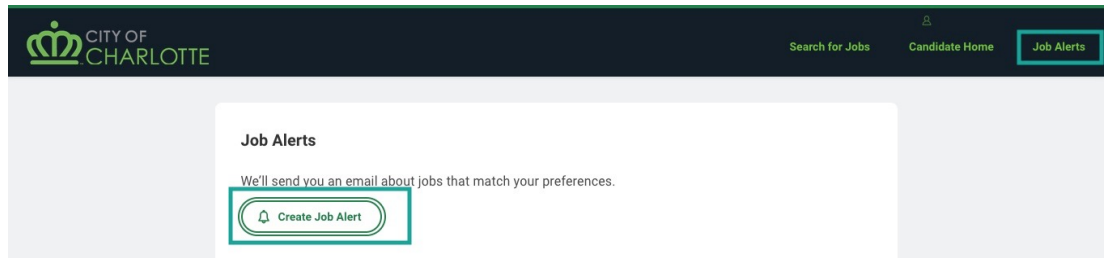
3. On the **Create Job Alert** pop-up box, fill out the following fields to customize your job alert. Required fields are indicated with an asterisk (*).

   a. **Job Alert Name***: Enter a unique name for your job alert.

   b. **Job Alert Frequency***: Specify the frequency to receive notifications for new job postings: Daily or Weekly.

   c. **Job Category**: Select one or more job category from the drop-down menu.

   d. **Locations**: Select one or more location(s) from the drop-down menu.

   e. **Job Type**: Select the type of job you are interested in from the drop-down menu.

   f. **Full/Part Type**: Select full-time or part-time.

4. Click **OK** to create your job alert.

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

Managing Job Applications

1. Log on to the Career site. Click on **Candidate Home** in the upper right corner of the header.

2. Scroll to the **My Applications** section. All your applications will be listed, including any you have started and not finished (Status: Not Submitted).

    a. If your status is in **Not Submitted** status, you may use the **...** button under Action to take one of the following actions:

My Applications

As we are evaluating your qualifications, we may contact you to provide additional information. In this case, you will receive a notification with instructions. Thank you for your interest in joining our team!

Active (2)   Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Testing Fire Fighter Trainee	JR	Not Submitted Created on October 21, 2024		...
Long Range Planning Division Manager	JR	Submitted	October 21, 2024	

Continue Application
View Application
Delete Application

- **Continue Application**: Select to complete the remaining steps of your application and submit it.

- **View Application**: Select to view your application details so far. You will be provided a summary view that does not allow you to edit your application.

- **Delete Application**: Select if you would no longer like to submit your application. You will be asked to confirm your decision by clicking the **Delete** button at the bottom of the screen.

Workday Guide for External Candidates

Contents:

Click any of the above options to be taken directly to that section!

Last updated November 21, 2024

b. If your job application is in the **Submitted** status, you may use the **...** button under Action to take one of the following actions:

- **View Application**: Select to view your application details as submitted. You will be provided a summary view that does not allow you to edit responses.

- **Withdraw Application**: Select if you would no longer like to be considered a candidate for a position. You will be asked to confirm your decision by clicking **Withdraw**.