

Workday: Apply for Internal Career Opportunities & Referrals

Document Information

Department: Office of Human Resources | HR Training Template No.:

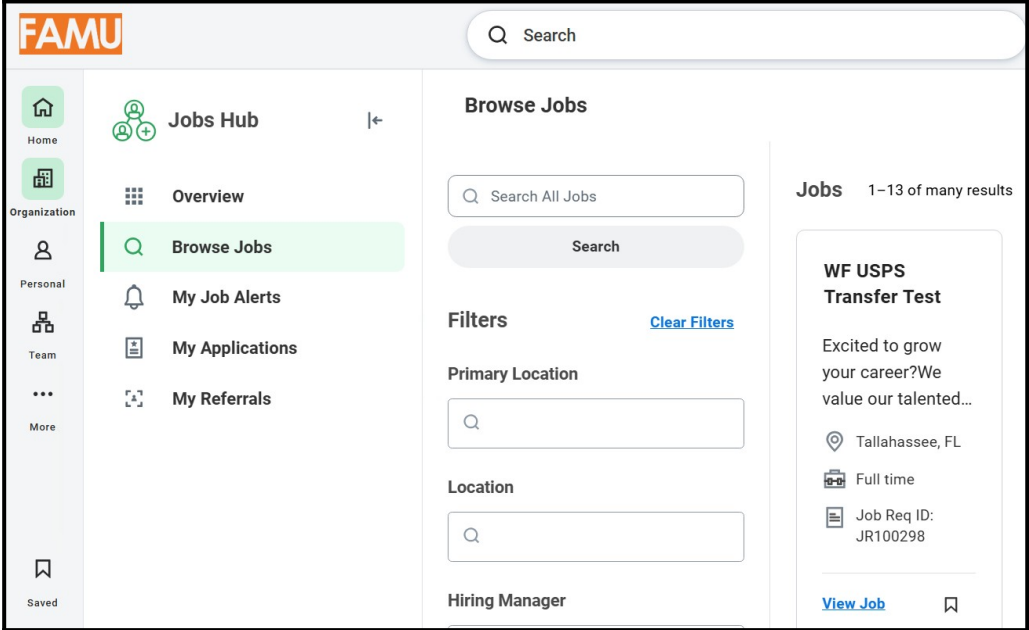
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Subject: Apply for Internal Career Opportunities & Referrals

Purpose: This guide will show users how to apply for internal positions and how to refer candidates to openings at FAMU.

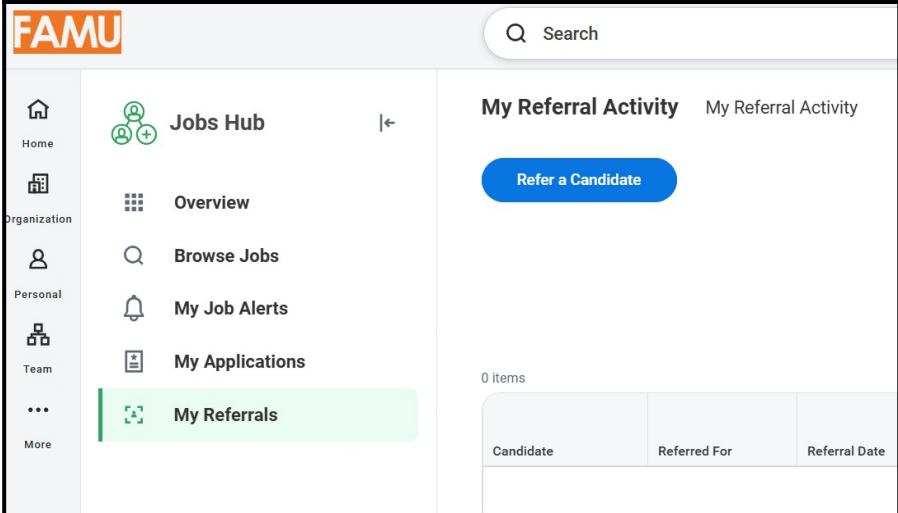
Related References:

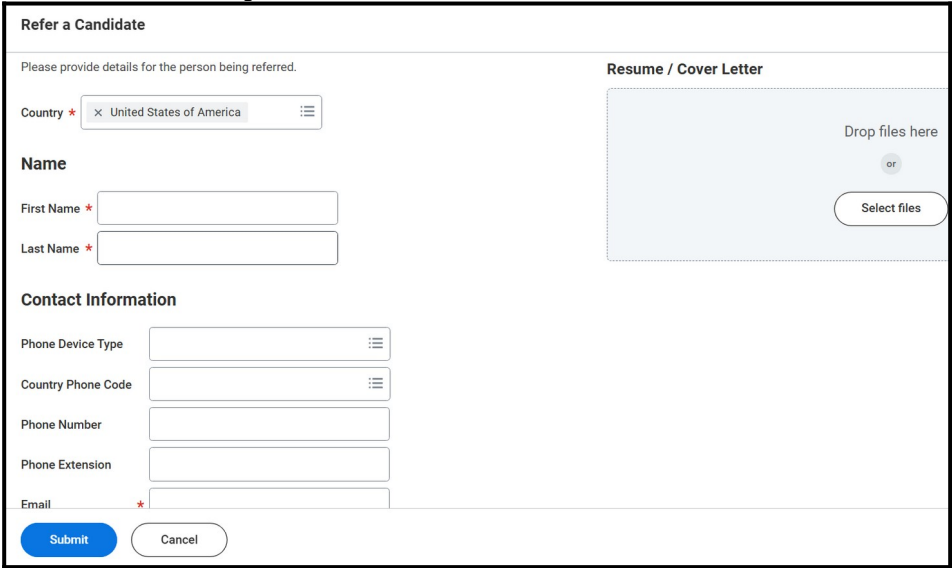
Apply for Internal Career Opportunities

Step	Actions
1.	From the Homepage, select Organization > Jobs Hub, followed by Browse Jobs. 
2.	Use the filters and search field on the left to sort the open positions based on your desired criteria.
3.	When you've found an opportunity of interest, select View Job at the bottom of the posting—then, select Apply.

Step	Actions
	WF USPS Transfer Test Apply Create Job Alert Excited to grow your career? We value our talented employees, and whenever possible strive to help one of our associates grow professionally before recruiting new talent to our open positions. If you think the open position you see is right for you, we encourage you to apply! <i>Our people make all the difference in our success.</i> Test
4.	Add applicable Experience, Language, and Skills . Attach your resume & cover letter, if applicable.
5.	Populate the Job Application Questionnaire and the Internal Candidate Questionnaire .
6.	Select Submit. Note that if you receive an error, you can review the error by selecting it and remedying the issue.

Refer a Candidate

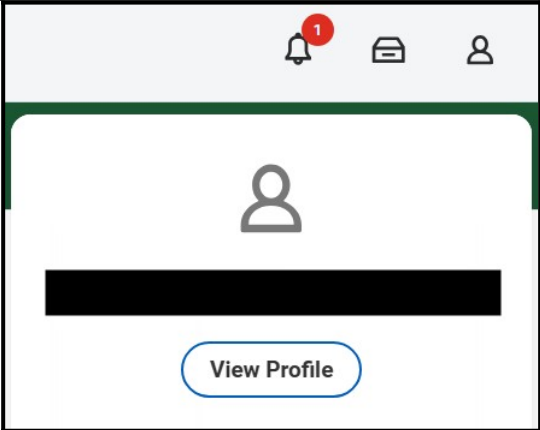
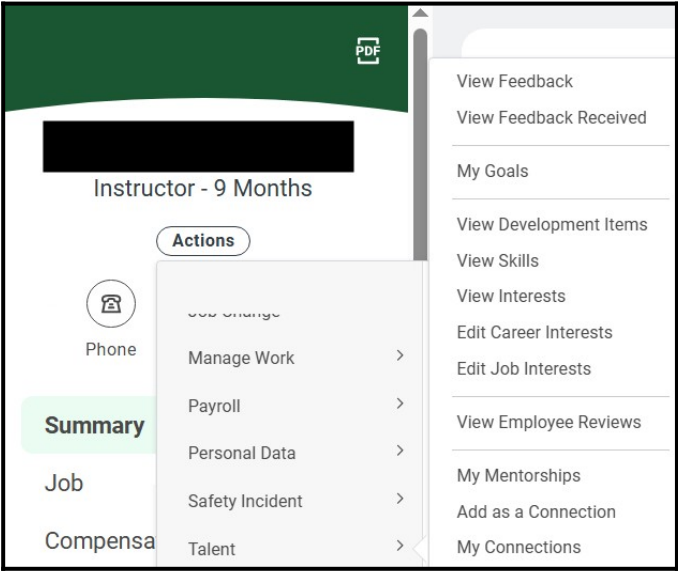
Step	Actions
1.	From the Homepage, open the Menu and select Jobs Hub. Select My Referrals, followed by Refer a Candidate. From the Homepage, select Organization > Jobs Hub > My Referrals followed by Refer a Candidate. 

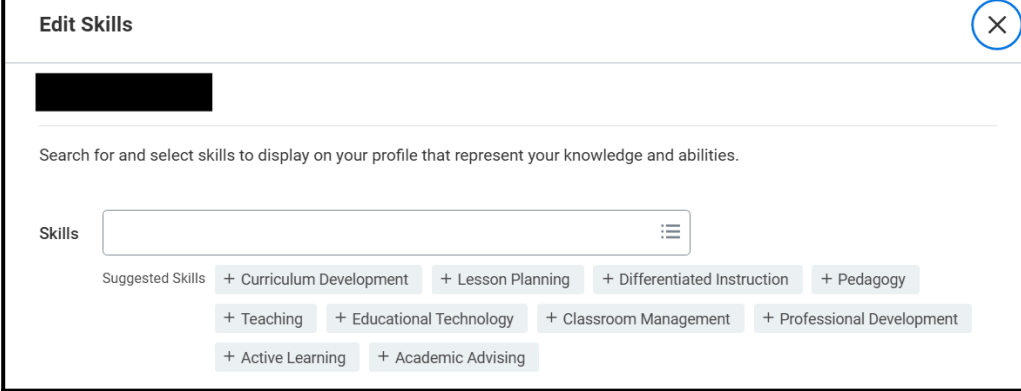
Step	Actions
2.	Enter the required information: • Name – First & Last name of individual being referred • Contact Information – Email is minimum requirement • Job Details – Search and select the posting you are referring them to • Relationship Details 
3.	Include any optional information, if desired: • Referral Address • Attachments – Resume/Cover letter
4.	Select Submit .

Maintain Skills & Experience

Keeping Workday Career information up to date allows for a quick and easy job application process. This information can be accessed from two areas in Workday:

Step	Actions
1.	From the homepage, select your Profile icon and select View Profile .

Step	Actions
	
2.	Select Actions, then hover over Talent > View Skills. Select Edit. 
3.	Workday allows you to search for skills that represent your knowledge and abilities. If you aren't sure where to start, Workday pre-populates suggested skills based on your role. To add a suggested skill, simply select the skill you want to add.

Step	Actions
	
4.	Once all applicable skills have been added, select Submit and Done . These skills now show on the View Skills section of your profile.

Please reach out to workday@famu.edu with additional questions.