

Jobs Hub- Internal Careers

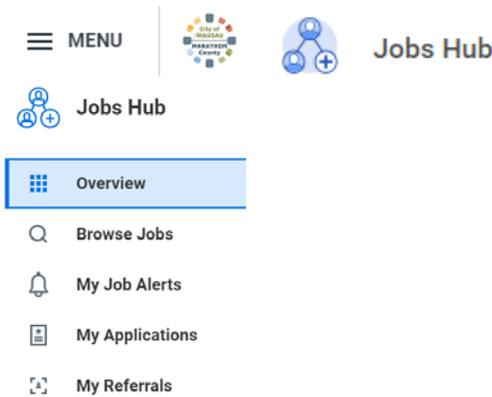
USER GUIDE

Jobs Hub

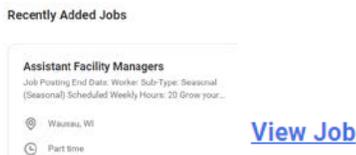
Jobs Hub is a Workday feature that acts as a single location for managing your internal job searches and applications. This hub provides easy access to your recent or previous job applications, see recently posted jobs and set up custom job alerts. See the next page on how to apply for internal careers.

Jobs Hub Overview

- From your home page select **Menu**, under **Apps**, find the **Jobs Hub** app.

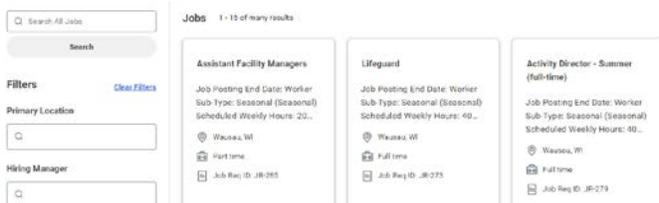


- Overview** shows you the most recently added jobs and your most recent applications (if applicable). *Anywhere you see the [View Job](#) blue hyperlink, you can click on that and be taken to the job.



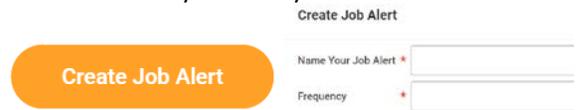
See the next page on how to apply for internal careers.

- Browse Jobs** allows you to search by job title or by filters including Location, Manager, Time Type, etc.



- My Job Alerts** allows employees to create job alerts to stay updated on new job postings to match skills and interests. By signing up, you will receive an email when there is a new job opening matching your criteria.

To sign up for job alerts, simply click on **Create Job Alert**. Enter the name of your job alert and the frequency you want to receive automated email job alert notifications, whether it is daily or weekly. Click **OK** when done.



Once you have added an alert, you can edit or delete the alert from here too.

My Job Alerts	Filters	Frequency	Actions
TEST	County of Marathon	Daily	<div style="border: 1px solid #ccc; padding: 2px;"> Manage </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Edit </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Delete </div>

- My Applications** will show any applications that you have applied for internally.

It will show Active and Inactive recruitments you applied to. You can see the Progress and View or Withdraw your application from here.

Application Status	Supervisory Organization	Location	Hiring Manager	Recruiter	My Tasks	Manage Application
In Process	OPERATIONS SUPERVISOR (Benjamin Krautramer)	Park Operations Building	Benjamin Krautramer	Soly Yang Trista Murphy		<div style="border: 1px solid #ccc; padding: 2px;">View Application</div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">Withdraw Application</div>

- My Referrals** will show any referrals you have made on a job (under View Job) or creating a new one by clicking on **Refer a Candidate**.



Under **Job Details**, search for the title of the job. Add as much information as you have including resume. Click **Submit** when done.

Job Details

Please provide at least one.



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Applying for Internal Careers with Marathon County

1. When browsing for internal positions, click on the View Job blue hyperlink. The Job Posting details will open in a new tab.



[View Job](#)

2. Review the Job Description and when ready click **Apply** to begin the application. (You can also Refer an employee or Create Job Alert)



Apply



Refer



Create Job Alert

3. If you have entered Job History, Education, Languages, or Skills on your profile, they will be displayed here. **Go to your profile** to make applicable changes to your talent profile. Once you have finished updating your Career profile, return to the Job Posting.
4. Upload a **Resume/Cover Letter** if applicable.
5. You can **Save for Later** or click **Submit** when finished.



Submit



Save for Later



Cancel

6. The job application will be routed to the Recruiting Hiring Team. You will receive a notification in Workday confirming that your application has been received.
7. You can view the status of your application in the Jobs Hub under **My Applications**.



Note: If you have questions on your status, go to My Applications and find the Recruiter(s) name. You can click on the blue hyperlink to get their contact information.