

Workday – Recruiting

Apply for a Job – Current/Temporary HCPSS Employees

Howard County Public Schools ✦ Human Resources ✦ Document ID No: WDR001 ✦ Revision Date: 01/22/2025

 =Warning  =Timesaver  =Note

This user guide provides step by step instructions on how to search for and apply for a position as an internal candidate.

If you need technical assistance with the application, please contact Technology Training and Support at techsupport@hcpss.org. Questions about the recruitment process may be directed to the recruiter identified in the job posting or on our [website](#).


About the Jobs Hub

All HCPSS employees (including temporary staff) will use the [Jobs Hub](#) in Workday to apply for an open position.

Any communication regarding your application(s) will be sent to your HCPSS email account. It is your responsibility to monitor your email and the status of your application and complete all associated tasks using the **Jobs Hub**.


Apply for an Open Position

You can search for jobs and apply for an open position. Applicants who may require assistance and/or an accommodation during the recruitment process for steps such as completing the application or interviewing should contact Human Resources at humanresources@hcpss.org.

 **WARNING:** You **cannot** make changes once your application has been submitted; however, you can withdraw your application and apply again if the position is still posted. Review the information on how to withdraw an application at the end of this document.

Access the Jobs Hub and Apply for an Open Position

1. From the Workday menu, select the **Jobs Hub** application. If you do not see **Jobs Hub** listed in your menu, you may click the Edit button to delete apps you may no longer be using and add the **Jobs Hub**.
2. The recently added jobs display. Use the arrows to scroll through these positions.
3. Select the **Browse Jobs** option from the left navigation pane to search through all open positions or use the filters to search using criteria entered.
4. Select **View Job** to carefully review the minimum qualifications and any application requirements.

 **TIMESAVER:** You will need to gather the required documents to attach with your application, displaying proof of your qualifications, e.g., transcripts, certifications, etc.

5. If interested in the position, select **Apply**.

Complete Required Sections: Experience and Education



1. Review the instructions under **Additional Information** at the top of the screen before completing the required sections.
2. Enter the required information in the **Experience** and **Education** sections. Select the **Add** button to enter additional experience/education.

Work Experience

You must add your current position and all related work experience. Only experience listed here can be considered to determine if you meet position qualifications and for salary-setting purposes if you are selected for the position. A resume may not be substituted for listing the experience in this section of the application.


- If you held different positions with the same employer, enter each position separately.
- In the Role Description field, enter the following:
 - Average hours worked per week; if employment was intermittent such as seasonal or volunteer work, please specify.
 - A summary of your responsibilities and accomplishments in the role.

 **TIMESAVER:** Select the checkbox to **Replace the Experience information....** and save your experience information for future applications.

Education

Information already contained in your worker profile will pre-populate in this section. Please add data as needed to ensure that all formal education completed is listed. Proof of education must be uploaded where requested later in the application.

- For education obtained outside the U.S., an evaluation for equivalency by an approved [foreign credential evaluation service](#) must be provided. Please enter the name of the evaluation agency in the School or University field when entering the degree(s).
- HCPSS defines a Bachelors+30 as 30 additional credits earned that were not required for completion of the Bachelor's Degree. At least 15 of these credits must be graduate level credits.
- HCPSS defines a Masters+30 as 30 additional credits earned that were not required for completion of the Master's Degree. All credits must be graduate level credits.

 **NOTE:** Do not check the box to "Replace the Education information in my profile with this information." This initiates a process that HCPSS is considering for future use. At this time, the system will not save the updates you make.

3. If applicable, in the **Language** section, select **Add** and enter *Ability* and *Proficiency* information for additional languages. This section is not required.

Attach Resume/Cover Letter

1. Select the **Select files** button to upload your resume and if applicable, your cover letter.

Complete Required Questions

1. Complete all remaining questions and fields required for this job application. You will reach the end of the application when you scroll to the bottom of the page.
2. Select **Submit**. After submitting your application, you can view your application. Your application will be routed to the Recruiter(s) for review.



! WARNING: You **cannot** make changes once your application has been submitted; however, you can withdraw your application and apply again if the position is still posted. See the information below on how to withdraw an application.

View the Status of Your Application and Manage Tasks

Once you have applied for a position, you can view your application, view the status, and complete any tasks associated with the position using the **Jobs Hub**.

View the Status of Your Application

1. From the Workday menu, select the **Jobs Hub** application.
2. On the **Jobs Hub** navigation pane, select **My Applications** on the navigation pane to review all applications. Each application displays the submitted date, job title, application status, location, and hiring manager/recruiter.
3. Below are some of the statuses an individual application may show during the recruitment process.

Status Label	Definition
Pending Review	Your application is awaiting review by a Human Resources recruiter.
Under Review	Your application review has started and is in progress.
Candidate Pool	Your application has been included in the pool of qualified candidates available for consideration.

View Your Application

1. From the Workday menu, select the **Jobs Hub** application.
2. On the **Jobs Hub** navigation pane, select either **Overview** or **My Applications** and select **View Application** to review your completed application.

Manage My Applications

Additional action (tasks) may be required on any of your submitted applications. You will receive an email as well as a Workday Notification notifying you of any required tasks. You can also view and withdraw your application.

1. From the Workday menu, select the **Jobs Hub** application.
2. From the **Jobs Hub** navigation pane, select **My Applications**.
3. Select the number from the **My Tasks** column and complete the task (requested information.)

Withdraw a Submitted Application

If changes are necessary for a submitted application or you no longer wish to be considered, you will need to withdraw the application. You may reapply if the position is still posted.

1. From the Workday menu, select the **Jobs Hub** application.



2. From the **Jobs Hub** navigation pane, select **My Applications**.
3. Select the row for the submitted application you wish to withdraw and select **Withdraw Application** from the **Manage Application** column.

Select **OK** to withdraw the application.

Set Up Job Alerts

Job Alerts can be created to alert you when an open position is available based on the filters you create, e.g., Job Family, Job Profile, Location, etc.

1. From the Workday menu, select the **Jobs Hub** application.
2. From the **Jobs Hub** navigation pane, select **My Job Alerts**.
3. Select **Create Job Alert**.
4. Name your job alert, the frequency, and any criteria for the job alert in the applicable fields.
5. Select **OK**. You will receive an email and Workday Notification for each internal job posting matching the criteria selected.

