System Guide: Workday Recruiting for External Applicants

Audience: external applicant (non-CMU employee)

Introduction

Carnegie Mellon’s mission includes cultivating “a transformative university community committed to attracting and retaining diverse, world-class talent.” In support of this mission, the university strives to provide a consistent and engaging candidate experience and maintains an external Careers at Carnegie Mellon site where interested individuals can browse job opportunities and submit job applications.

Workday Recruiting, Carnegie Mellon's human capital software, allows external applicants to create a Candidate Home account when they start their first application. From the Candidate Home account, applicants can submit and manage applications and view and respond to job offers.

Note: CMU employees should not submit job applications through the external Careers at Carnegie Mellon site. If you are currently employed by CMU (including the SEI), please go to the internal Careers at Carnegie Mellon site to submit your application.

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities based on race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

CMU’s COVID-19 Vaccination Policy:

As a condition of employment, Carnegie Mellon University requires all staff and faculty working in the United States to be fully vaccinated, including a booster when eligible, against COVID-19. Before commencement of employment, new hires in the United States must provide proof of vaccination or obtain an approved exemption. (Exemptions include medical, religious or strong moral or ethical conviction.) Those granted an exemption must comply with all applicable COVID-19 mitigation requirements, including the use of facial coverings, daily self-assessment and weekly Tartan Testing.

This document outlines the steps an external applicant takes in the processes listed below.

Create a Candidate Home Account ................................................................................................................................................................. 2
Apply for a Job.................................................................................................................................................................................................... 3
Manage Job Applications................................................................................................................................................................................... 5
View and Respond to an Offer of Employment.............................................................................................................................................. 7
Create a Candidate Home Account

The first time you apply for a job at Carnegie Mellon University, you are required to create a Candidate Home account. To create a Candidate Home account:

1. Locate the job that you wish to apply for and click **Apply**.

2. When the Start your Application screen appears, select one of the following:
   a. **Autofill with Resume** to automatically populate job application fields with information from your resume.
   b. **Apply Manually** to complete the job application fields manually.

   **Note:** Once you have created a Candidate Home account, you can select “Use My Last Application” to automatically populate a job application using a previous job application.

3. When the Sign In page displays, click **Create Account** and then enter your email address and a password that complies with the rules below.

   **Note:** Your password must include:
   - An alphabetic character
   - A special character
   - A lowercase character
   - An uppercase character
   - A numeric character
   - A minimum of 8 characters

4. Click the **Create Account** button.
Apply for a Job

Apply for a Job

Once you have created an account, you can apply for a job at Carnegie Mellon. If you selected the Autofill with Resume option, you will be prompted to upload your resume as the first step in the application process.

1. Click Select File or drag and drop your resume into the gray box on the Autofill with Resume page.

2. Once your resume has been successfully uploaded, click the Continue button located at the bottom of the page.

The My Information page:

Complete all required fields –

- If you chose to autofill your application with information from your resume, verify that your information populated correctly.
- Confirm that your email address is entered correctly. All communication related to this job application will be sent to the email address as entered.
- Please note the section “How Did You Hear About Us?” Please use this section to let us know how you hear about the position.
  - If you were referred by an employee of CMU, please select the option, “Direct Source,” then “I was referred to this position by an employee of the University.”
  - After selecting this option, you will be prompted to provide their email address or the person’s name.
  - Also note: if a CMU employee referred you for a position, you may receive an email in your inbox. Please utilize the application link in that email to apply so that you will be linked to that employee’s referral.

Click the Save and Continue button located at the bottom of the page to move to the next section.

Provide information about your work experience, education and certifications on the My Information page.

- If you chose to autofill your application with information from your resume, verify that your information populated correctly.
- If you chose to complete the job application manually, you can upload your resume during this step of the job application process.

Click the Save and Continue button located at the bottom of the page to move to the next page.
## Details

### The Application Questions page:

Complete the questions on the **Application Questions** page. Note that a red asterisk * indicates that an answer to this question is required.

Click the **Save and Continue** button located at the bottom of the page to move to the next page.

### The Voluntary Disclosures and Self Identify pages:

Complete the questions on the **Voluntary Disclosures** and **Self Identify** pages.

- Submission of personal information in this section is voluntary and is not taken into consideration during the selection process. Your personal information is confidential and only used for reporting to state, federal and equal employment agencies.

Click the **Save and Continue** button located at the bottom of the page to move to the next page.

### The Review page:

Your job application is summarized and presented to you on the **Review** page.

1. Review your job application for accuracy.
2. Use the **Back** button located at the bottom of the page to make changes or corrections.
3. If you are satisfied with your application, click the **Submit** button.

When your application has been submitted successfully, you will receive the following confirmations:

- A message on the application site confirming your submission.
- Email notification that your job application was received. The email is sent to the email address provided in your job application.
Manage Job Applications

To manage your draft and previously submitted job applications:

1. Log in to your Candidate Home account.
2. Click on the Candidate Home link located in the upper right corner of your screen.

Managing Draft Applications:

The Draft Applications sections of your Candidate Home page will display the job applications you have started, but not completed.

To view, complete or delete a draft application, click the Manage button to access additional actions.

- Select Continue Application to pick up where you left off and complete the job application.
- Select View My Draft Application to view the job application.
- Select Delete to delete the draft job application.
Details

Managing Submitted Applications:

The Submitted Applications section of your Candidate Home page displays all of your completed job applications and their status.

To view or withdraw an application, click on the Manage button to access additional actions.

- Select View My Submitted Application to view the full job application.
- Select Withdraw Application to withdraw your application. Withdrawing your application removes you from further consideration for the position.

Submitted Applications

Carnegie Mellon University has received your application, and we appreciate you taking the time to apply. We are currently reviewing the experience and qualifications of our applicant pool. You will be updated on the search as it progresses.

Thank you for your interest in Carnegie Mellon University.

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Financial Aid Officer</td>
<td>Application Received</td>
</tr>
<tr>
<td></td>
<td>View My Submitted Application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Withdraw Application</td>
<td></td>
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</tbody>
</table>

Search for Jobs
View and Respond to an Offer of Employment

Details

If Carnegie Mellon extends to you an offer of employment, you will be notified via email. You can view and respond to the offer through your Candidate Home account.

To view and respond to an offer:

1. Log in to your Candidate Home account.
2. Click on the Candidate Home link located in the upper right corner of your screen.
3. Locate the offer in the My Tasks section of your Candidate Home page.

My Tasks (1)

Thank you for applying. Please make sure to complete the below tasks pertaining to your job application.

Review CMU Offer Letter
Job: Director of Financial Aid

4. Click the Start button to review the offer.

Review Document Page:

To view the job offer, click on the PDF link on the Review Document page.

To accept the offer:

1. Check the "I Agree" checkbox.
2. Enter a comment, if you wish to.
3. Click Select Option then select OK.
4. Complete the additional tasks on your Candidate Home page as soon as they display. (See pages 8 and 9 below.)

To decline the offer, click Select Option then select Don’t Accept.
Clicking Cancel cancels the review session and retains the offer on your Candidate Home page to be addressed later.
Details

**Additional Tasks—CMU COVID-19 Vaccination Requirements:**
As soon as you accept a job offer at CMU, you will receive an email prompting your to log in to your Candidate Home page and complete two tasks related to complying with the university's COVID-19 vaccination requirements. The tasks you will need to complete are as follows:

2. Provide your date of birth by completing the Change Personal Information task.

### My Tasks (2)

Thank you for applying. Please make sure to complete the below tasks pertaining to your job application.

- **Review Documents**
  - Job: Financial Aid Officer
  - Start

- **Change Personal Information**
  - Job: Financial Aid Officer
  - Start

**Note:** Please complete these tasks within 24 hours of accepting a job offer. Delays may jeopardize your eligibility to start work as scheduled.

**Review Documents:**
The document you are being asked to review contains all the information you need to comply with CMU's COVID-19 vaccination requirements before your first day of work.

1. To complete the Review Documents task, click the **Start** button, read the COVID-19 vaccination requirements document, and acknowledge that you have received the information.

**Note on exemptions:** If you plan to request an exemption from the university's COVID-19 vaccination requirements, we recommend beginning the exemption process as soon as possible after you have accepted a job offer. The process takes up to five business days, and the exemption must be approved before you start work. Instructions for requesting an exemption are included in the review document.
Details

**Change Personal Information:**
1. Click the **Start** button to the right of **Change Personal Information** to access the task.
2. Enter your date of birth and then click **OK**.

**Note:** University Health Services will use your date of birth to create your HealthConnect account, where you will upload your COVID-19 vaccination documentation. Delays in providing vaccination-related information may affect your eligibility to start work as scheduled.