

# 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.

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

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## Create a Candidate Home Account

### Details

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.

**Start Your Application**  
Financial Aid Officer

**Autofill with Resume**

Apply Manually

Use My Last Application

**Sign In**

Email Address

Password

**Sign In**

Don't have an account yet? **Create Account**

[Forgot your password?](#)

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### Apply for a Job

#### Details

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.

Autofill with Resume    My Information    My Experience    Application Questions    Voluntary Disclosures    Self Identify    Review

### Autofill with Resume

\* Indicates a required field

The system will attempt to auto-populate your application from your resume. Please review your application carefully for accuracy after the initial parsing. Note that you will need to navigate to the My Experience section within the job application and scroll to the bottom in order to upload additional required materials.

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

Drop file here  
or [Select file](#)

#### 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.

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## 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.

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## Manage Job Applications

### Details

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.

[Candidate Home](#)

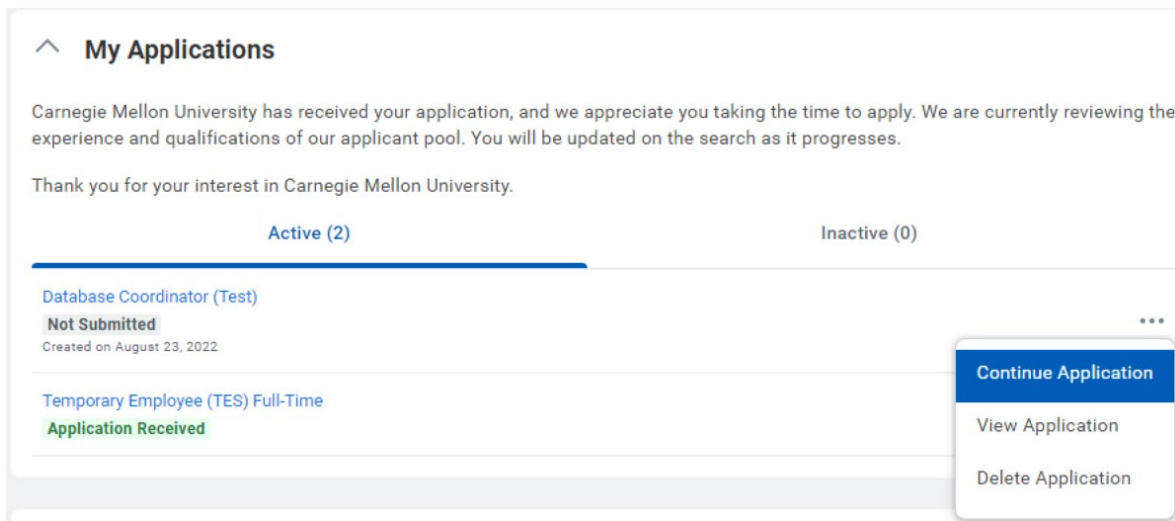
### My Applications

#### Not Submitted:

Any applications that you have not yet submitted will display in the **My Applications** sections of your Candidate Home page with a status of **Not Submitted**

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 Application** to view the job application.
- Select **Delete Application** to delete the draft job application.



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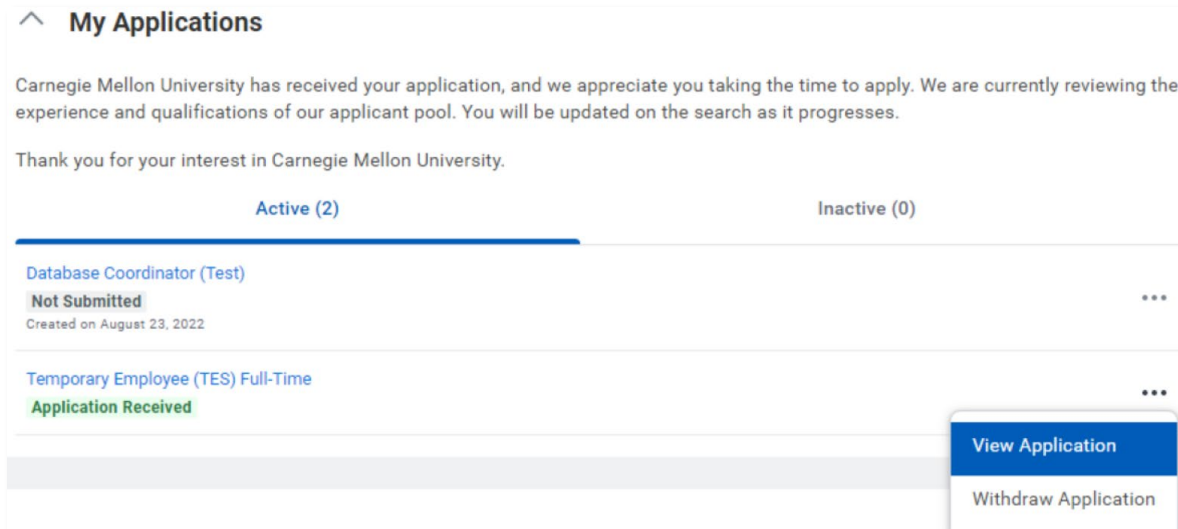
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## Details

### Submitted:

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

- Select **View 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.



**My 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.

Active (2) Inactive (0)

Database Coordinator (Test) Not Submitted Created on August 23, 2022	...
Temporary Employee (TES) Full-Time Application Received	...

View Application  
Withdraw Application

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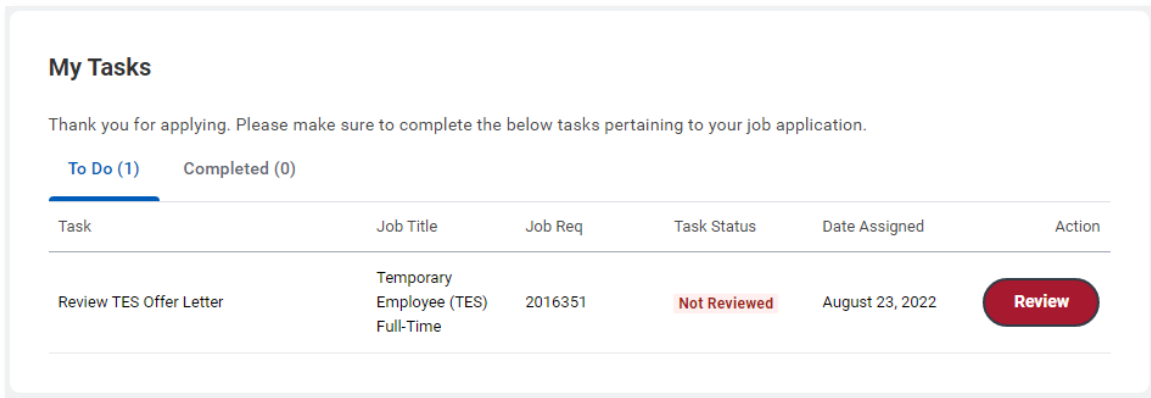
## View and Respond to an Offer of Employment

### 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.



4. Click the **Review** button to review the offer.

### Review Document Page:

**Review Document**

To view and accept the offer:

1. Click on the **PDF link** below to review the offer.
2. Select the "I Agree" checkbox.
3. Click on the **Select Option** button and then select **OK**.

To decline the offer, click on the **Select Option** button and then select **Don't Accept**.

[CMU - Offer Letter 05/03/2021.pdf](#)

By accepting this offer electronically, you agree to the terms outlined in the document above.

I Agree

Comment

Follow Us

[OK](#) [Don't Accept](#)

[Select Option](#) [Cancel](#)

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.