



## **What if I lost my password and cannot log into Workday?**

Click on the link that says "Forgot Password" and it will be emailed to you. We are unable to re-set passwords in Human Resources.

## **How do I apply to a specific position?**

You may search for jobs using the search box, or by job category, location, job type, or full/part time. Once you find a job that you are interested in, click on the requisition, which will list the job responsibilities and requirements.

If you wish to submit an application for the position, click on the orange Apply box, and follow the instructions to complete your application. Please remember to go back a minimum of seven (7) years in employment history. You will be asked a series of questions towards the end of the application.

## **How can I be sure you received my application?**

You will receive an email notification from us [sluhn1@myworkday.com](mailto:sluhn1@myworkday.com) that will indicate your application has been received. (Please note that the email notification frequently goes to a spam file.) If you do not receive this email notification, your application has not been received. You will also see the position listed on your Candidate Account, under "My Applications", and you can continue to check your application status there.

## **If I submit one application, will I be considered for multiple openings?**

No, you must "apply" to each specific opening that you are interested in. Each opening is tied to a particular job or requisition number and you must apply to that specific opening to receive full employment consideration. You may search for jobs using the search box, or by job category, location, job type, or full/part time.

## **How long will it be before I hear from someone?**

We receive over 100,000 applications per year from both internal and external applicants. Sometimes it takes a few weeks to review and interview any potential internal applicants.

## **Will I be contacted directly after I submit my application?**

Based on the high volume of candidates, we will only contact the candidates who are selected for an interview. You can continue to check the "My Applications" section of your Candidate Account to review your status.

## **How will I be contacted?**

You may be contacted by either phone or email. Be sure to list your preferred contact phone number and an email address that is checked regularly so that we may get in touch with you.

## **I received a phone call after submitting my application telling me I need to complete an assessment.**

### **What does this mean?**

This means you are being considered for the next step in our application process. You are being asked to complete an important assessment so we can evaluate your alignment with our values and culture. This is our **Customer CARE Assessment**.

## **The information that I originally put on my application has changed. How do I update an application?**

Once an application is submitted, it cannot be changed. If you are called for an interview, please be sure to bring along all updated information. Then, on subsequent applications, make sure the updated information is included.