workday®
Working for Denver

External Candidate User Guide

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DENVER
THE MILE HIGH CITY

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Table of Contents

Introduction

Getting Started ii
Quick Tips iii

Job Application

Apply for a Job 4
Check Status of Job Application 10
Acknowledge Job Offer 11
Apply for Another Job 12

Introduction

Thank you for your interest in the City and County of Denver! Welcome to the Workday External Candidate User Guide.

This user guide will teach you how to apply for a job and navigate the hiring process. It provides step-by-step instructions with visual aids to complete all necessary tasks. Keep in mind that processes are subject to change, so it is recommended to use the online version instead of printing this user guide.

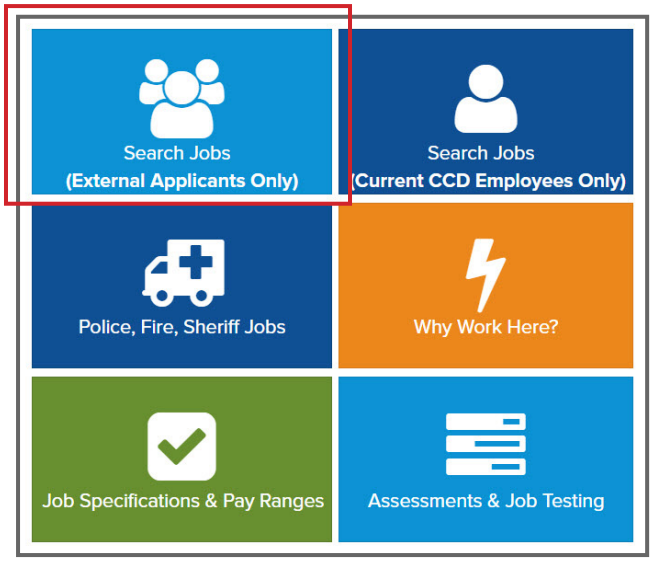
Getting Started

Get started applying for jobs with the City and County of Denver by creating an account in Workday. Once you apply for a job, your resume, work experience, education, skills, etc. will be stored in your profile to make applying for additional jobs easy.

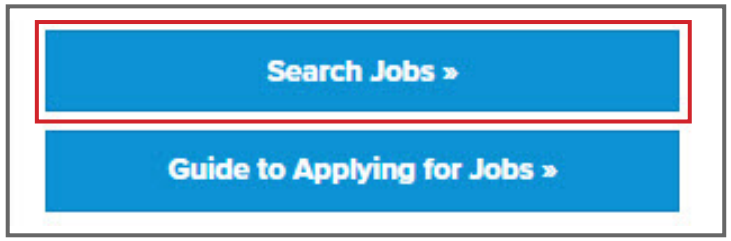
1. Open a browser window

2. Visit the City and County of Denver Jobs website: www.denvergov.org/jobs

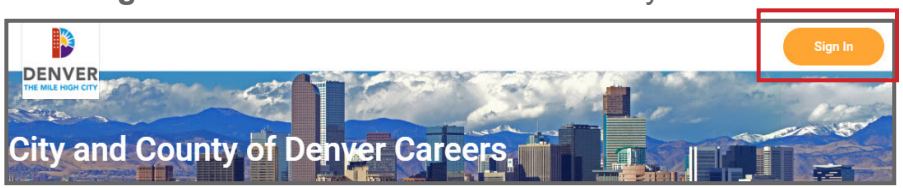
3. Click **Search Jobs (External Applicants Only)**



4. Click **Search Jobs**



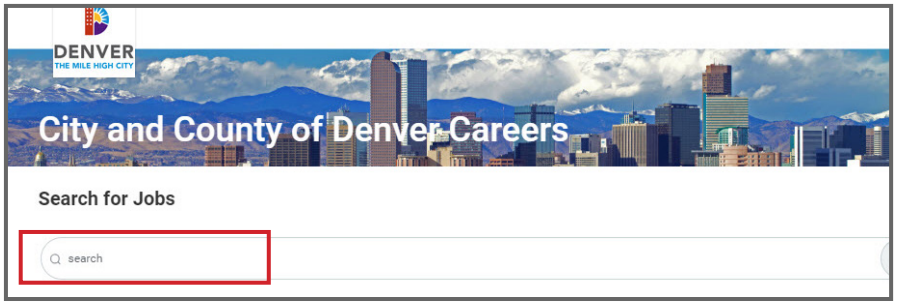
5. Click **Sign In** to create an account in Workday



6. Create an account using your email and a password

7. Once you create an account, you will be able to browse job postings

8. Use the Search bar to find specific jobs



9. Return to the home page at any time by clicking the Denver logo in the top, left corner

10. To view your profile, click on your profile icon and select **View Profile**

Quick Tips

Here are a few quick tips for using this manual:

- A brief explanation about the task is provided at the beginning of each job aid
- **Bolded words** indicate they are an application or an action item to click on
- Red outlined boxes in the screenshots show you where on the page to click or fill in boxes
- Click **Return to Table of Contents** on the bottom of any page to navigate back to the Table of Contents

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Job Application

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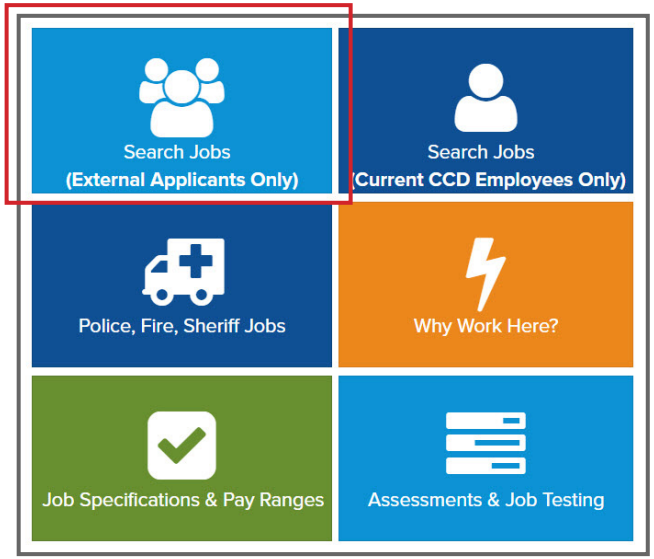
This process is for external candidates, or non-City and County of Denver employees. It outlines how to search for and apply to a job and successfully complete the job application.

Create a Workday Account

1. Visit the City and County of Denver Jobs website: www.denvergov.org/jobs
2. Click **Search Jobs (External Applicants Only)**

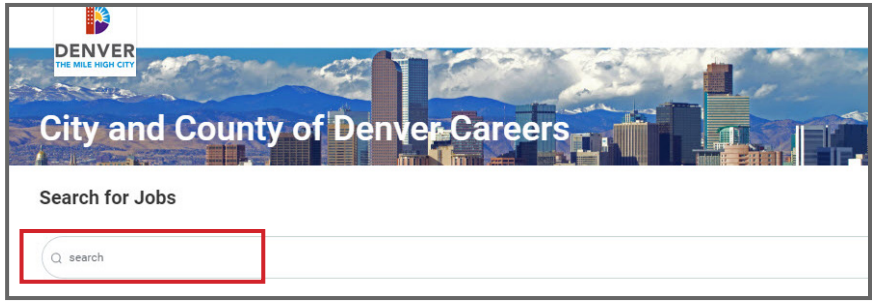


3. Click **Search Jobs**

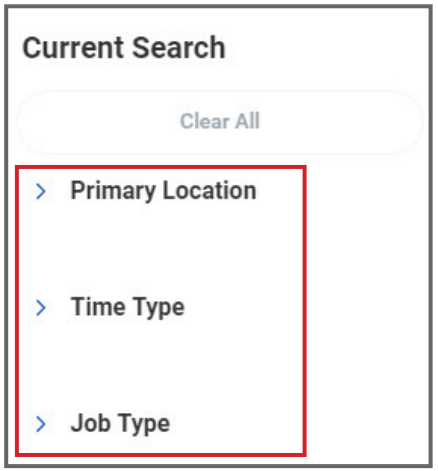
4. Click **Sign In** to create a Workday Account
5. Create a Workday account using your email address and password

View and Apply to a Job

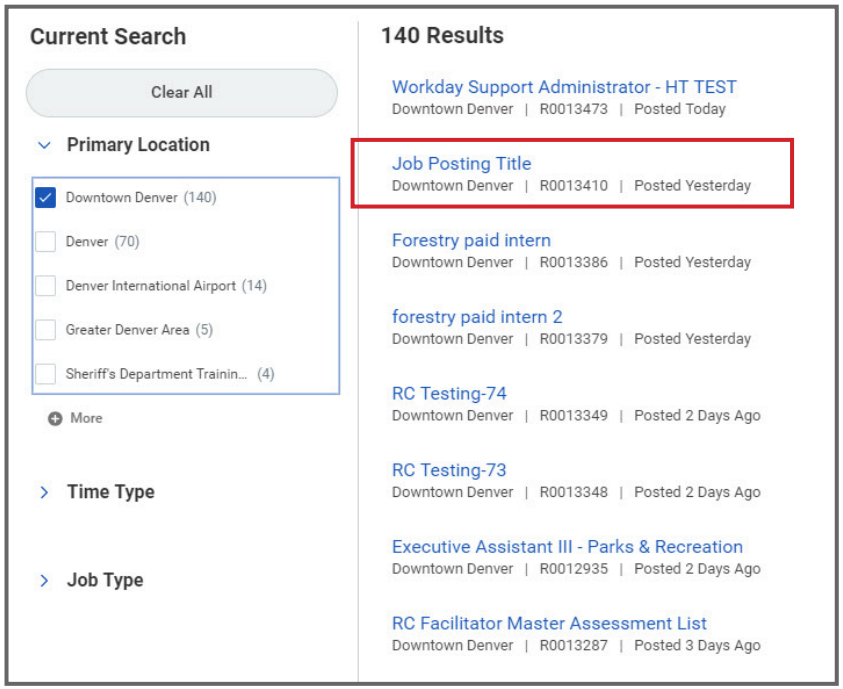
1. Visit the City and County of Denver Jobs website: www.denvergov.org/jobs
2. Click **Search Jobs (External Applicants Only)**
3. Click **Sign In** to create a Workday account using your email address and password
4. Review the list of open positions
   a. Use the **search bar** at the top to type in keywords to narrow the list of results to positions that most closely match the criteria entered



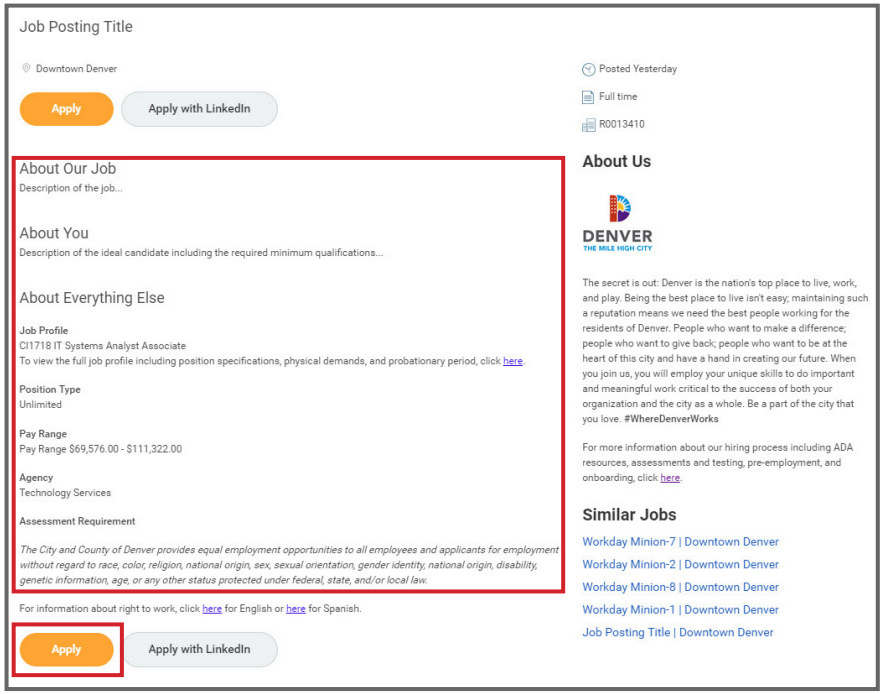
b. Under **Current Search**, use the categories to filter by the following criteria:
   i. **Primary Location**: Downtown Denver, Greater Denver Area or Denver International Airport
   ii. **Time Type**: Full Time or Part Time
   iii. **Job Type**: refers to different types of positions at CCD
      a. **Unlimited**: Position with no end date
      b. **Limited**: Position with a specified end date
      c. **On-Call**: Work as needed
      d. **Police**: Denver Police Department
      e. **Fire**: Denver Fire Department
      f. **Sheriff**: Denver Sheriff Department
      g. **Fixed Term Contractor**: Contractor position with a specified end date
      h. **Unpaid Intern**: Student worker



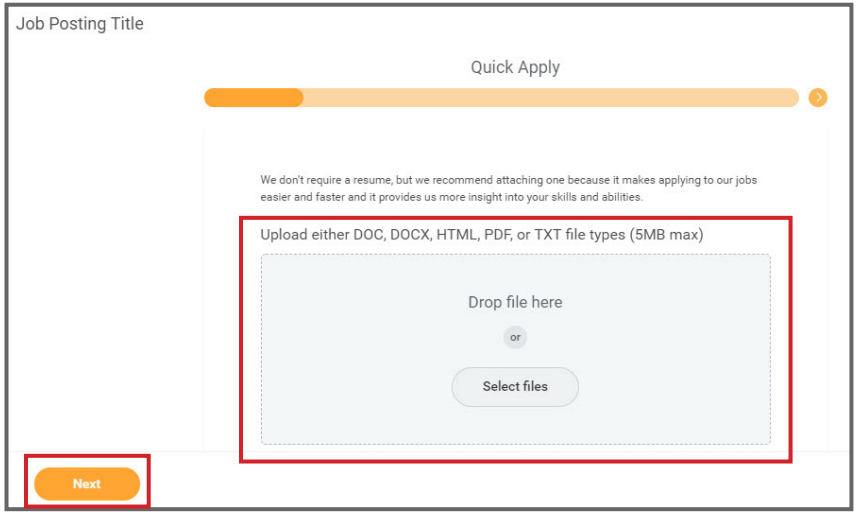
5. Click on a position to review the full details of the job posting



6. Review the job posting thoroughly
   a. **About Us**: City and County of Denver overview and link to the website
   b. **About Our Job**: Position overview
   c. **About You**: Target candidate profile
   d. **About Everything Else**: Supplemental information including the job profile, position type, pay range and agency
7. To apply, click **Apply**



8. Complete the job application in its entirety. Required fields are indicated with a red asterisk
   a. On the page **Choose a Quick Apply Option**:
      i. Upload a resume to auto-populate the application. This is not required but recommended to fill out the application faster. Click **Upload a New Resume or CV**, then click **Upload** to search for the file. Once the file uploads, click **Next**



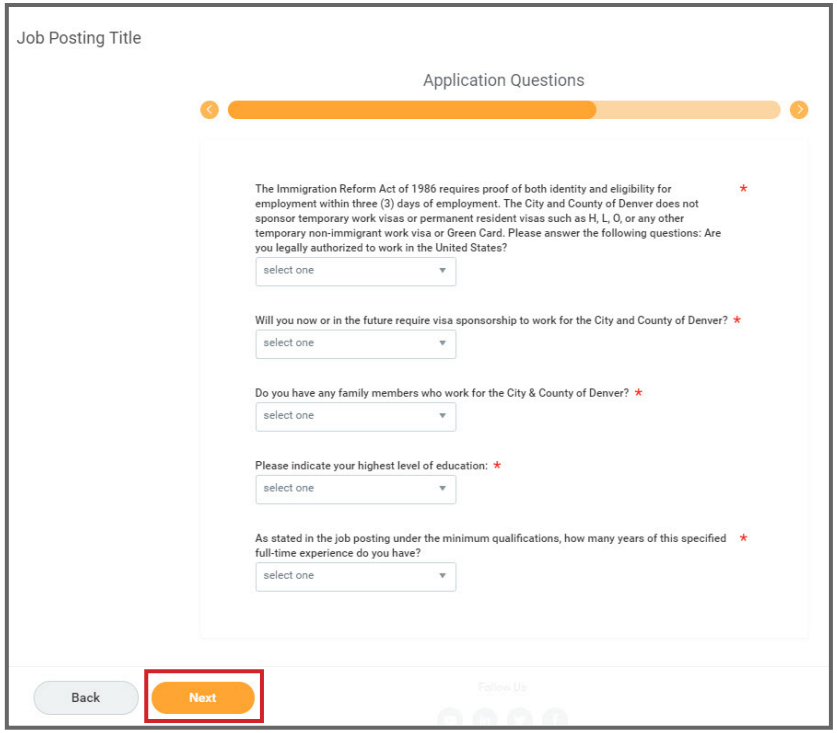
b. On the page **My Information**
   i. If a resume is uploaded, review and verify the information and complete any additional fields
   ii. If a resume was not uploaded, fill out the following fields:
      a. **Country**
      b. **First Name and Last Name**
      c. **Address (not required)**
      d. **Email**
      e. **Phone Number**
      f. **How did you hear about us?**
      g. **Have you ever been employed by the City and County of Denver?** Select Yes or No
   iii. Once all contact information has been entered and reviewed, click **Next**

c. On the page **My Experience**
   i. Education and experience must be added to move forward. If you do not have professional experience, Include volunteer work, coaching experience, etc.
   ii. If a resume was uploaded, review and verify the information and complete any additional fields
   iii. If a resume was not uploaded, add work experience and education
   iv. Under **Work Experience**, add all relevant positions including the following information:
      a. **Job Title**: Required
      b. **Company**: Required
      c. **Location**: Not required
      d. **From**: Required. Employment start date (MM/YY)
      e. **To**: Required. Employment end date (MM/YY)
      f. **Role Description**: Describe role including responsibilities and achievements
   v. To add an additional job, click **Add**
   vi. Under **Certifications**, click **Add**
   vii. Select certification from the drop-down, add all relevant information:
      a. **Number**
      b. **Issuer Date**
      c. **Attachment** (if applicable)
   viii. Under **Education**, add all relevant schooling including the following information:
      a. **School or University**: Required. Select from drop-down
      b. **Degree**: Select from drop-down
      c. **Field of Study**: Select from drop-down; if the specific field is not listed, select the closest match
   ix. Under **Skills**, list all relevant knowledge, skills and competencies, separating each with a comma
   x. Under **Languages**, click **Add**
      a. **Reading**
      b. **Speaking**
      c. **Writing**
   xi. Select language from the drop-down, complete proficiency levels for:
   xii. Under **Resume/CV**, upload any relevant documents to include with your application (i.e. resume, cover letter, writing sample, work sample, transcript, etc.)
   xiii. Under **Websites**, do not add anything

xiv. Once all relevant information has been entered and reviewed, click **Next**

a. On the page **Application Questions**, answer all questions truthfully and accurately and review before moving on to the next question. Required fields are indicated with a red asterisk

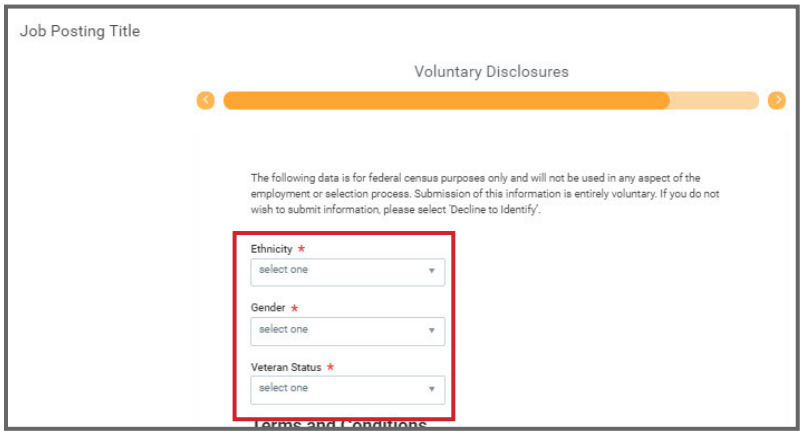
d. Once each question has been answered, click **Next**



e. On the **Voluntary Disclosures** page

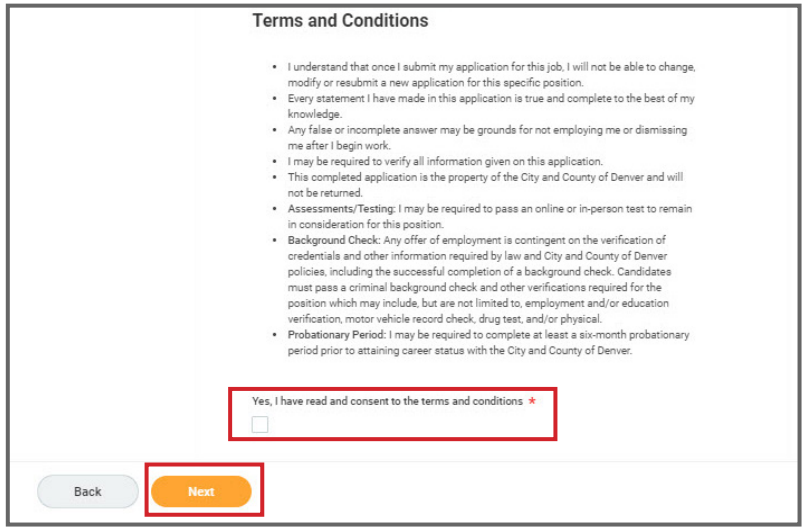
i. The following data is for federal census purposes only and will not be used in any aspect of the employment or selection process. Submission of this information is entirely voluntary. If you do not wish to submit the information, select **Decline to Identify**

a. **Ethnicity**: select from dropdown
b. **Gender**: select from dropdown
c. **Veteran Status**: select from dropdown



ii. Under **Terms and Conditions**, please review all of this information closely and then click the **checkbox** to accept

iii. Once all relevant information has been entered and reviewed, click **Next**

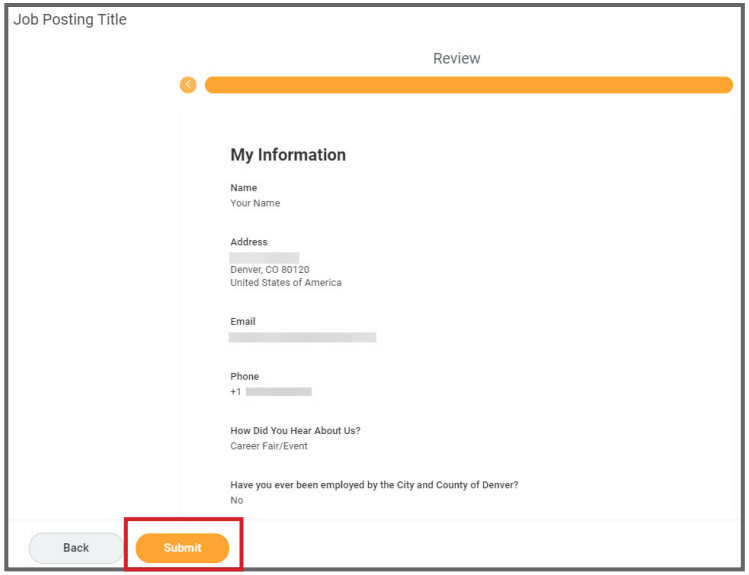


g. On the **Review** page, review the entirety of the job application, not including the application questions

i. Ensure all information entered is correct and accurate. The application can only be submitted once

ii. To edit a section of the application, click **Back** at the bottom of the application. Do not use the back arrow in the internet browser--this may cause the application to be lost and the site to be exited, resulting in the loss of all information

h. Once the application is complete, click **Submit**

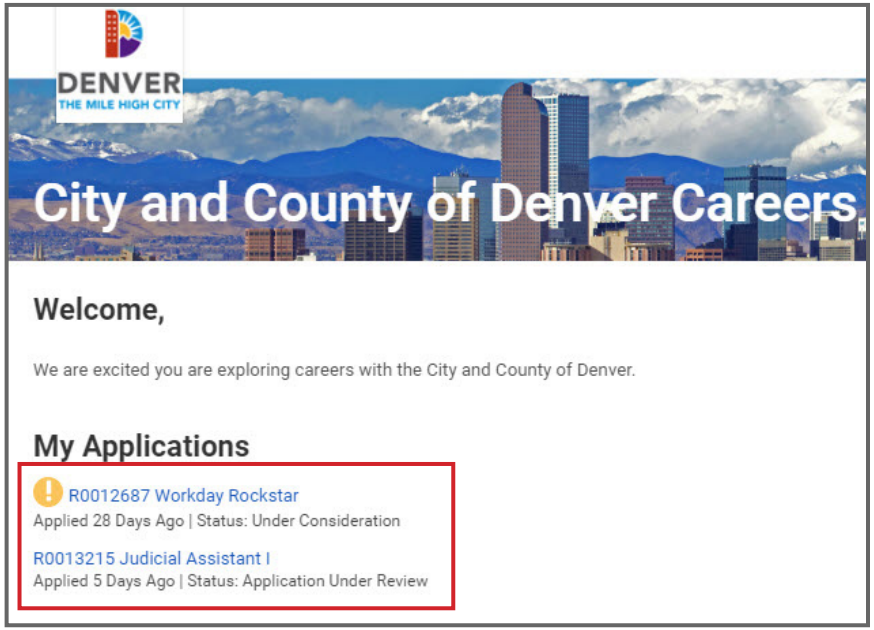


i. A congratulations notification will display if the job application was successfully received

You can check the status of a job application at any time throughout the hiring process

Check the Status of a Job Application

1. Visit the City and County of Denver Jobs website: www.denvergov.org/jobs
2. Click **Search Jobs (External Applicants Only)**
3. Click **Sign In** and sign into Workday using your email and password
4. Under **Account Name**, click **View Profile**
5. Under **My Applications**, see the list of all positions applied to with one of the following statuses:
   a. **Not Selected**: No longer under consideration
   b. **Application Under Review**: Initial review of application
   c. **Next Level Review**: Additional review of application
   d. **Assessment/Testing**: Required testing in process
   e. **Under Consideration**: Participating in interviews and finalist for hire
   f. **Pre-Employment Screenings**: Selected for hire and pending required pre-employment contingencies
   g. **Processing Hire**: Successfully completed pre-employment contingencies and cleared to start



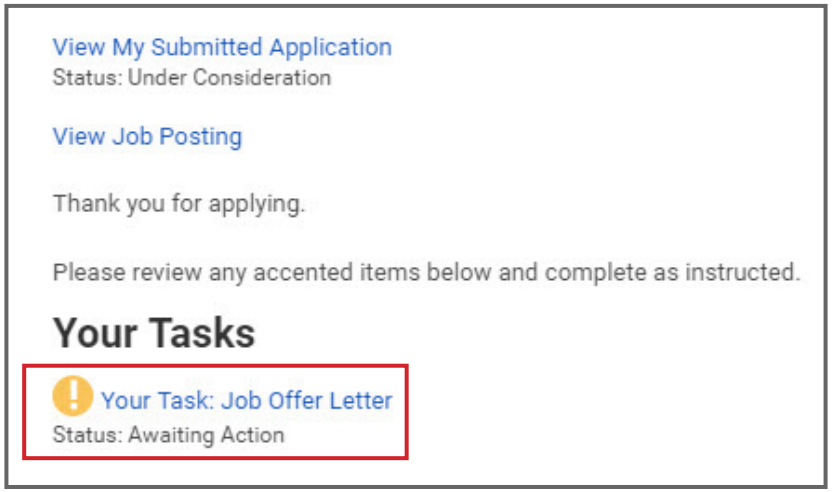
6. A candidate will be notified immediately when no longer in consideration for a position. Check email regularly for communications

Once you have a job offer, you will need to acknowledge it in Workday.

View and Acknowledge a Job Offer

1. Visit the City and County of Denver Jobs website: www.denvergov.org/jobs
2. Click **Search Jobs (External Applicants Only)**
3. Click **Sign In** and sign into Workday using your email and password
4. Click **Account Name**
5. Click **View Profile**

6. Under **My Applications**, click the position with an **action icon**
7. Under **Your Tasks,** click the position with an **action icon** with the status **Job Offer**



8. To review the job offer letter, click the document link to open
9. To accept the offer, click the **I Accept** checkbox, then click **OK**
10. If you do not accept the offer or the offer needs to be modified, explain why in the Comments boxhave questions, then click **Don't Accept**

You can apply for multiple positions at the City and County of Denver. Once you have applied for a job, your information will transfer to your next application.

Re-Apply for Another Job

1. Visit the City and County of Denver Jobs website: www.denvergov.org/jobs
2. Click **Search Jobs (External Applicants Only)**
3. Click **Sign In** and log in to **Workday** using your email and password
4. Under **Account Name**, click **View Profile**
5. Scroll to the bottom of the page, then click **Search Jobs**
6. Review the list of open positions
7. Click on a position to review the full details of the job posting and review the job thoroughly
8. To apply, click **Apply**
9. Complete the job application in its entirety. Fields marked with a red asterisk are required
   a. On the **Choose a Quick Apply Option** page, select **Use My Last Application** to expedite the application and utilize all information entered the last time you applied
   b. Any attachments submitted previously do not carry over. Re-attach documents with each subsequent job application
   c. **Application Questions** will also need to be answered with each subsequent job application