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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

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

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**
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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](http://www.denvergov.org/jobs)

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

3. Click **Search Jobs**

   ![Search Jobs](image)

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](http://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

   ![Search bar](image)
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**

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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?**
   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**

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**Terms and Conditions**

- I understand that once I submit my application for the job, I will not be able to change, modify or rescind a new application for this specific position.
- I certify that all information contained in this application is true and complete to the best of my knowledge.
- All false or incomplete answers may be grounds for disqualifying me from employment.
- I may be required to verify all information given on this application.
- This completed application is the property of the City and County of Denver and will not be returned.
- Assessments Testing: I may be required to pass an online or in-person test to remain in consideration for this position.
- Background Check: A job offer is contingent upon the verification of creditworthiness and other information required by law and City and County of Denver policies, including the successful completion of a background check.
- Candidates must pass a criminal background check and other verifications required for the position for which I am applying, but are not limited to, employment and/or education verification, motor vehicle record checks, drug test, and/or physical.
- Probationary Period: I may be required to complete a probationary period prior to attaining career status with the City and County of Denver.

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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**

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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](http://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.

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https://denvergov.org/workday
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](http://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**

   ![City and County of Denver Careers](https://denvergov.org/workday)

   Search for Jobs

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**

   ![View My Submitted Application](https://denvergov.org/workday)
   Status: Under Consideration

   ![View Job Posting](https://denvergov.org/workday)
   Thank you for applying.

   Please review any accented items below and complete as instructed.

   **Your Tasks**

   ![Your Task: Job Offer Letter](https://denvergov.org/workday)
   Status: Awaiting Action

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 box have questions, then click **Don’t Accept**

https://denvergov.org/workday

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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](http://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**

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**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