

Use this job aid to learn how to view and apply to a job posting as a current EXOS team member.

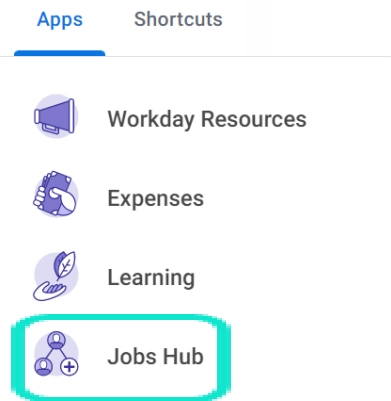
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VIEW JOB POSTINGS

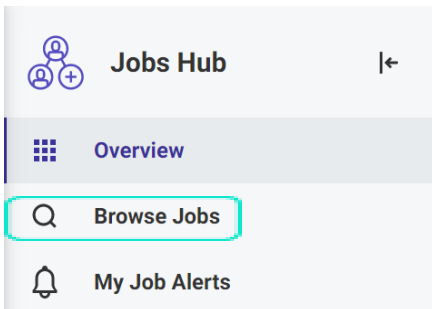
From the Workday homepage:

1. Click on the **Jobs Hub** worklet under Menu.

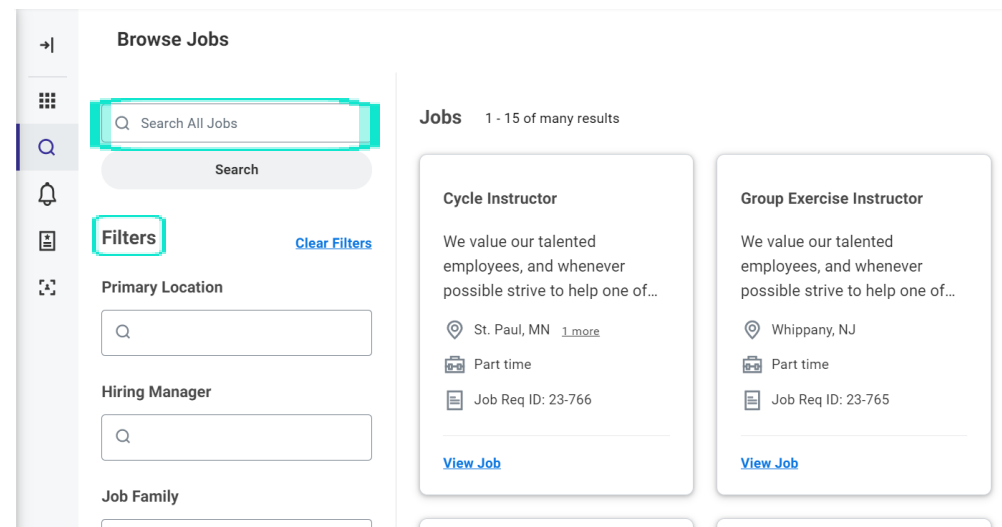
Menu



2. Click **Browse Jobs** under Overview.



3. Search for job posting in the Search box to the left or use the filters on the left to narrow down the results.



APPLY TO A JOB POSTING

Note: Please update your certifications and education prior to applying. You can do this by going to your **profile picture in the right upper corner** > click **career** > click **edit** > click **add**.

1. Click **View Job** on a job posting you would like to apply to.

Group Exercise Instructor

We value our talented employees, and whenever possible strive to help one of...

Whippany, NJ

Part time

Job Req ID: 23-765

[View Job](#)

2. Click **Apply**.

Group Exercise Instructor

Apply

Refer

Create Job Alert

3. Click **Submit** once you have completed the application.

Submit

Save for Later

Cancel

CREATE A JOB ALERT

From the Workday homepage:

1. Click on the **Jobs Hub** worklet under Menu.

Menu

Apps
Shortcuts

Workday Resources

Expenses

Learning

Jobs Hub

2. Click **My Job Alerts** under Actions.

Jobs Hub
|<

Overview

Browse Jobs

My Job Alerts

My Applications

My Referrals

3. Fill out or select options by clicking on the three-lined icons for required and optional fields to create a job alert > click **OK**.

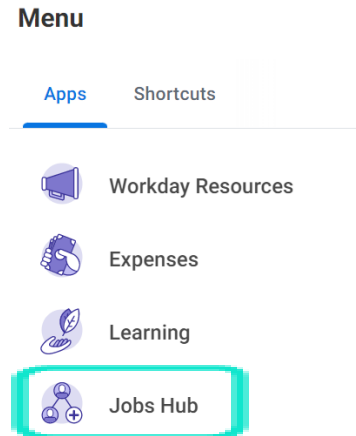
Company	<input type="text"/>
Full/Part-time	<input type="text"/>
Hiring Manager	<input type="text"/>
Job Family	<input type="text"/>
Job Profiles	<input type="text"/>
Team Member Type	<input type="text"/>
Locations	<input type="text"/>
Primary Location	<input type="text"/>
Location Country	<input type="text"/>
Location Region/State/Province	<input type="text"/>
Management Levels	<input type="text"/>
Organization	<input type="text"/>
Skills	<input type="text"/>

OK Cancel

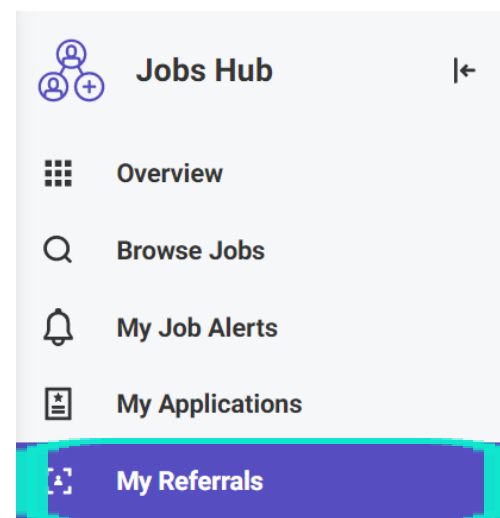
REFER A CANDIDATE

From the Workday homepage:

1. Click on the **Jobs Hub** worklet under Menu.



2. Click **My Referrals** under Overview.



3. Click **Refer a Candidate** and fill out the required and optional fields, when completed click **Submit**.

Refer a Candidate

Referred by

Referral Details

Please provide details for the person being referred.

Country *

Name

First Name *

Last Name *

Contact Information

Phone Device Type

Country Phone Code

Phone Number

Phone Extension

Email

Attach Resume/Cover Letter

Resume / Cover Letter

Drop files here

or

Select files

Submit

Cancel