Applying for Internal Jobs

**Topic/Function:** How to Apply for Jobs at UNR and other NSHE institutions

**Audience:**
- All Employees: Academic Faculty, Administrative Faculty, Classified, Post Docs, Medical Residents, Temporary Hourly, Students and Contingent Workers

**Description:**
All current NSHE employees must use the Find Job process within Workday to quickly and efficiently search and apply for new job opportunities at any NSHE institution or the NSHE system office. Use Find Job to view and apply for jobs at UNR and the other NSHE institutions all in one place. **If you complete an application outside of the internal application process, your application will be returned and you will have to reapply as an internal applicant. This may delay your application.**

**Who is an Internal Applicant?**
If you have an active profile in Workday, you are an Internal Applicant. Internal applicants include anyone paid by UNR or other NSHE institutions as well as volunteers and affiliates with Contingent Worker profiles.

Internal applicants must apply directly in Workday for jobs at UNR or the other institutions (UNLV, DRI, TMCC, DRI, NSC, WNC, CSN, Great Basin, and Systems Administration).

**How to Apply for an NSHE Position**
Applying for a position in Workday is quick and easy.

1. Log on to Workday.
2. Enter Find Job in the search field.
3. On the results page, click Find Job.
4. This will return results for all NSHE institutions. Filter your search to make it easier to find positions you are interested in.
5. Find the position you are interested in and click on it.
6. Review the position information and click Apply.
7. Your professional profile information will display. Update as needed.
8. Attach all required documents.
9. Complete the questionnaire.
10. Click Submit.

**Update your Professional Profile**

**If you have any questions, submit a [Workday Help Desk Ticket](#) or contact the Workday Help Desk at 775-784-6086.**
Workday allows you to manage your Professional Profile and carries this information over to recruitment. When you apply for an NSHE position, information from your Professional Profile automatically links to your application.

You can update your Professional Profile by going to your Workday Profile → Career → Professional Profile. Here you can update your Job History, Skills and Education. You are encouraged to keep your Workday profile up-to-date. Note that updating Education requires approval and should be completed well in advance of submitting your application.

Note: Your profile does not replace your resume or other required attachments. Make sure you still attach all required documentation to your application.

If you have any questions, submit a Workday Help Desk Ticket or contact the Workday Help Desk at 775-784-6086.