

## Search for Jobs and Apply: External Candidate

This job aid provides step-by-step instructions on how to search for and apply to a position as an external candidate.

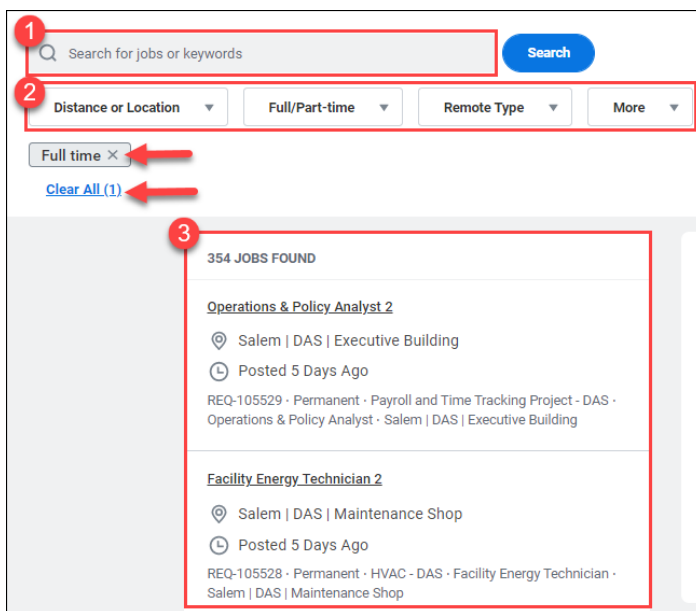


Current state employees with an OR number, apply for jobs by logging into their Workday worker account and searching “Find Jobs.”

Step 1: View the State of Oregon Jobs page by going to <https://www.oregon.gov/jobs/Pages/index.aspx>. Under *Careers with the state*, select **Look for jobs – external applicants**.



Step 2: There are multiple ways to search for jobs. Use the search bar at the top of the page (1), use the filter parameters listed below the search bar (2), or scroll through the postings list (3). Click on the X to remove a filter or click **Clear All** to remove all of them.



Hint: Use the *Remote Type* filter to find options:

- Fully Remote Work
- Fully Remote Work Optional
- Hybrid Work
- Hybrid Work Optional
- Fully Remote or Hybrid Work Optional
- Mobile

[Remote Work Type Definitions](#)

Step 3: To view the job posting details, click on the job posting title (1). This will open a preview of the job posting for you to review (2). Tip: The left side box will display the job postings while the right will display the preview of the selected job posting.

**749 JOBS FOUND**

Park Ranger 2 - Lake Owyhee - (Underfill Option PR1))

Adrian | OPRD | Mountain Region - Eastern District - (MU) Farewell Bend - Lake Owyhee

Posted 14 Days Ago

REQ-82160 · On-Season (Seasonal) · Farewell Bend Management Unit · OPRD · Park Ranger · Adrian | OPRD | Mountain Region - Eastern District - (MU) Farewell Bend - Lake Owyhee

**Property Appraiser Certification** 1

Posted 30+ Days Ago

REQ-14463 · Contractor · Human Resources Unit · DOR · Appraiser Analyst

KS EXT Req PosTen Board and Commission Member - SR00 - Exempt

Employee Exempt From Mass Transit Tax

Posted Today

REQ-91874 · Limited Duration (Fixed Term) · Oregon State Lottery Commission (Official Board) · Board and Commission Member · Employee Exempt From Mass Transit Tax

**Property Appraiser Certification** 2

[Apply](#)

Posted 30+ Days Ago

REQ-14463

**Initial Posting Date:**  
06/01/2019

**Application Deadline:**  
12/31/2021

**Agency:**  
Department of Revenue

**Salary Range:**  
0,000.00 - 0,000.00

**Position Type:**  
Contingent Worker

**Position Title:**  
Property Appraiser Certification

Step 4: Click **Apply** when you identify a position you'd like to apply to. Tip: If you click the box with the arrow next to the job posting title, this will open a new browser tab. When you are done viewing the job posting and submitting your application you can close the second window and resume searching from where you left off.

Financial Examiner (Financial Examiner 1)

2 Locations

Posted 6 Days Ago

REQ-93958 · Permanent · DFR · Licensing · DCBS · Financial Examiner · Salem | DCBS | Labor & Industries Building

**Affirmative Action Manager**

Salem | DAS | Executive Building

Posted Today

REQ-94714 · Permanent · Chief Cultural Change Office · Operations & Policy Analyst · Salem | DAS | Executive Building

**Sr Cybersecurity Advisor**

Salem | DAS | Cyber Security Services

Posted Today

REQ-88985 · Permanent · Cyber Security SOC - DAS · Information Systems Specialist · Salem | DAS | Cyber Security Services

**Adult Protective Services Program Investigations Analyst Manager (Business Operations Manager 2)**

Salem | DHS | Summer Street

**Financial Examiner (Financial Examiner 1)** 1

[Apply](#) 2

Salem | DCBS | Labor & Industries Building  
Lake Oswego | DCBS

Full time

Posted 6 Days Ago

REQ-93958

**Initial Posting Date:**  
04/13/2022

**Application Deadline:**  
04/24/2022

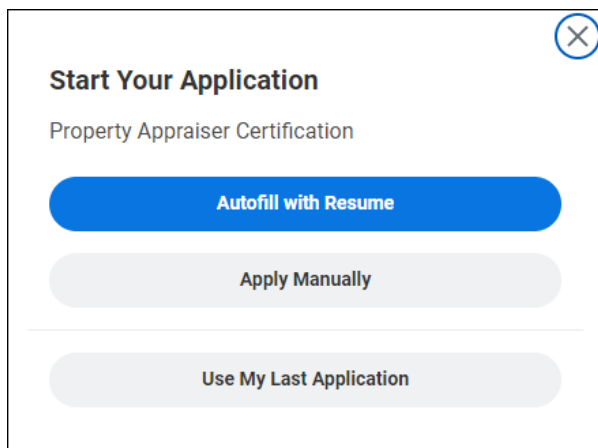
**Agency:**  
Department of Consumer & Business Services

**Salary Range:**  
\$3,951 - \$6,043

**Position Type:**  
Employee

**Position Title:**  
Financial Examiner (Financial Examiner 1)

Step 5: The *Start Your Application* box will populate on your screen. Select how you will be completing your application: **Autofill with Resume, Apply Manually, Use My Last Application.**



**Start Your Application**

Property Appraiser Certification

Autofill with Resume

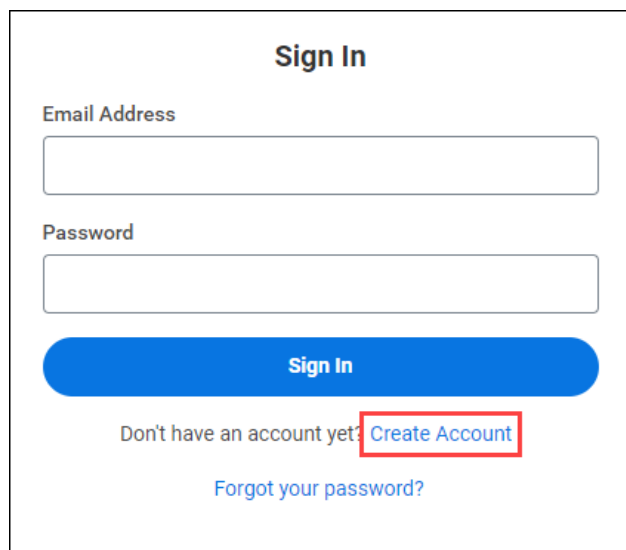
Apply Manually

Use My Last Application

Step 6: The system will prompt you to **Sign In** or **Create Account**. If you do not already have a Workday account, click **Create Account** and follow the steps to create an account.



Current state employees must apply to state jobs through their Workday worker account using their OR number.



**Sign In**

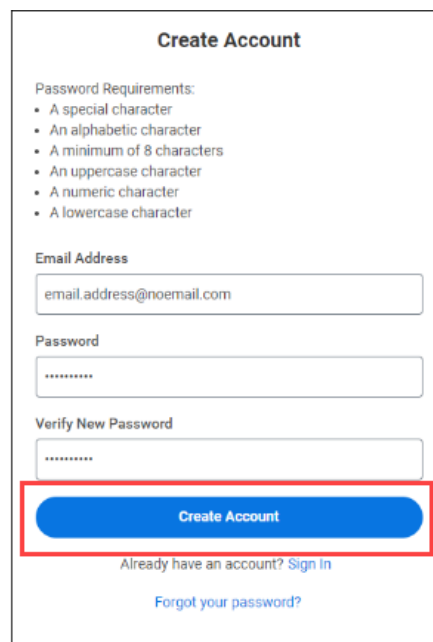
Email Address

Password

Sign In

Don't have an account yet? **Create Account**

[Forgot your password?](#)

**Create Account**

Password Requirements:

- A special character
- An alphabetic character
- A minimum of 8 characters
- An uppercase character
- A numeric character
- A lowercase character

Email Address

email.address@noemail.com

Password

Verify New Password

**Create Account**

Already have an account? [Sign In](#)

[Forgot your password?](#)



An agency may un-post a job, update the posting, and post it again. If this happens while your application is in the *Draft* stage, you will not be able to submit your application. You must start a new application.

Step 7: If you selected *Auto Fill with Resume*, the Autofill with Resume screen will appear. Click **Select Files** to upload your resume or curriculum vitae (CV) or drag and **Drop** the file.

If you selected *Apply Manually*, the My Information screen will appear. Enter your information.

Click **Save and Continue**.



If you do not have a resume or CV, click **Save and Continue** to manually complete your application. You will need to manually complete the following steps; they will not pre-populate.

Step 8: Information from your resume or CV will populate into the fields on the *My Information* screen. Insert information into any remaining fields. A red asterisk notates required fields (\*).

Click **Save and Continue**.



Add your correct **County** under the address field and avoid entering your Country.

Step 9: On the *My Experience* screen, the experience from your resume or CV will pre-populate. You will want to review this information for accuracy. Click **Add** to manually add the information in each field. You can also upload additional supporting documents, such as a cover letter, in the Resume/CV field near the bottom of the screen. You can add one or multiple documents. Click **Save and Continue**.



Click *Save and Continue* early and often to ensure you do not lose your work. For extremely lengthy responses, consider typing your responses elsewhere and using copy and paste to populate the response fields.

Step 10: On the *Application Questions* screen, questions notated by a red asterisk \* are required and must be answered. Click **Save and Continue**.

Step 11: Read the *Voluntary Disclosures* information. Questions notated by a red asterisk (\*) are required. Review the *Terms and Conditions* and click the checkbox. Click **Save and Continue**.

The screenshot shows the 'Voluntary Disclosures' step in the application process. At the top, a progress bar indicates the following steps: 'My Information' (completed), 'My Experience' (completed), 'Application Questions' (completed), 'Voluntary Disclosures' (current step), and 'Review' (pending). The title 'Voluntary Disclosures' is centered. Below it, a note states: '\* Indicates a required field'. The main heading is 'Voluntary Disclosures'. The text explains that the information requested may be used for applicant tracking, statistical purposes, and federal reporting requirements. It then provides instructions for veterans of the United States Armed Forces, stating they are eligible for veterans' preference. It asks the applicant to indicate if they would like to be considered for either a 5-percentage point veteran or a 10-percentage point disabled veteran. If not a veteran, they should select 'I am not a Veteran'. It then provides the Oregon Veterans' preference information, including ORS 408.225, 408.230, and 408.235, and a link to the Oregon Veterans' preference page. It then lists the requirements for receiving credit as a 5-percentage point veteran and a 10-percentage point disabled veteran. At the bottom, there is a 'Gender' dropdown menu with 'select one' and a note to 'Please choose your ethnicity \*'.

My Information My Experience Application Questions Voluntary Disclosures Review

### Voluntary Disclosures

\* Indicates a required field

#### Voluntary Disclosures

The information requested below may be used for applicant tracking, statistical purposes to comply with federal reporting requirements, and to gain other relevant information. Thank you for your participation.

If you are a Veteran of the United States Armed Forces, you are eligible to apply for veterans' preference. If you would like to apply, please indicate whether you would like to be considered for either a 5-percentage point veteran\* or a 10-percentage point disabled veteran\*\*. If you are not a Veteran of the United States Armed Forces, please select I am not a Veteran.

Applicants are eligible to use veterans' preference when applying with the State of Oregon in accordance with ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015. For information regarding the qualifications and information to help you describe your transferable skills please visit: <https://www.oregon.gov/jobs/Pages/Veterans.aspx>.

\*To receive credit as a 5-percentage point veteran you must attach below:

- A copy of your DD214/DD215 form; or
- A letter from the US Department of Veterans' Affairs indicating you receive a non-service-connected pension; or
- Certification indicating the applicant is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification.

\*\*To receive credit as a 10-percentage point disabled veteran you must attach below:

- A copy of your DD214/DD215 form; and a copy of your veterans' disability preference letter from the Department of Veterans' Affairs; or
- A copy of a letter from the U.S. Department of Veterans' Affairs indicating the person is receiving service-connected compensation; or
- A certification indicating the applicant is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

For additional information on veterans' preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

Gender

select one

Please choose your ethnicity \*

Step 12: Review the application. You can utilize the *Back* button to review any previous screens and the *Save and Continue* button to move forward. When you are ready to submit, click **Submit**.

The screenshot shows the 'Review' step in the application process. At the top, a progress bar indicates the following steps: 'My Information' (completed), 'My Experience' (completed), 'Application Questions' (completed), 'Voluntary Disclosures' (completed), and 'Review' (current step). The title 'Review' is centered. Below it, the heading 'My Information' is displayed. The form shows the following information: 'How Did You Hear About Us?' with the answer 'State Agency Website'; 'Have you previously worked for the State of Oregon in the last 3 years?' with the answer 'No'; 'Legal Name' with the answer 'James Bond'; 'I have a preferred name' with the answer 'No'; 'Address' with the answer '123 ABC, Salem, OR 97301, United States of America'; 'Email' with the answer 'James.Bond@noemail.com'; and 'Phone' with the answer '+1 (971) 7777777 (Cell Phone)'. At the bottom right, there are two buttons: 'Back' and 'Submit'.

My Information My Experience Application Questions Voluntary Disclosures Review

### Review

#### My Information

How Did You Hear About Us?  
State Agency Website

Have you previously worked for the State of Oregon in the last 3 years?  
No

**Legal Name**  
James Bond

I have a preferred name  
No

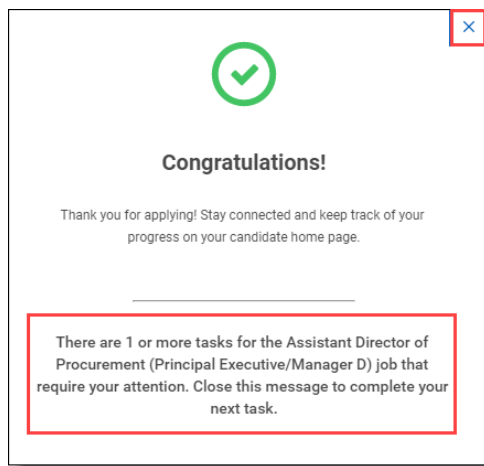
**Address**  
123  
ABC  
Salem, OR 97301  
United States of America

**Email**  
James.Bond@noemail.com

**Phone**  
+1 (971) 7777777 (Cell Phone)

Back Submit

Step 13: You will receive a *Congratulations* notification that your application has been successfully submitted, and that there are **additional tasks that require your attention**. Click the **X** to close the message. The additional tasks must be submitted in order for you to have a complete application.



Step 14: When you close the *Congratulation* message, an additional task will be on your screen to complete. Please review the question, select your answer, and click **OK**.

Federal reporting regulations currently limit responses to two options (Male or Female). However, the state of Oregon recognizes non-binary gender identities and provides an additional option under gender identity.

Gender Identity

select one ▼

select one

Nonbinary/Other

Female

Male

workday

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Step 15: Once you close the *Thank you!* Message again, another additional task will be on your screen to complete. Please review the question, select your answer, and click **OK**.

The State of Oregon is subject to the Public Records Law. Your application will be treated as confidential to the extent allowable by law. Should a request be made for all or part of your application to be disclosed, please indicate how you would respond. PLEASE NOTE: YOUR ANSWER TO THE QUESTION IS NOT VISIBLE IN THE SELECTION PROCESS AND WILL ONLY BE REVIEWED SHOULD A PUBLIC RECORDS REQUEST BE RECEIVED. THE STATE OF OREGON HAS NO PREFERENCE WHETHER YOU REQUEST OR DECLINE CONFIDENTIALITY.

select one ▼

select one

Yes - I am comfortable with my application being released pursuant to a public records request.

No - I do not wish to have my application released pursuant to a public records request because I have kept my application private from my current employer, and disclosure could adversely impact that employment relationship.

workday

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Step 16: When all tasks are completed, your Candidate Home will reflect **To Do** tasks as **zero (0)**.

### My Tasks

Please complete your pending tasks to continue forward in the selection process.

To Do (0)
Completed (2)



Once the job posting closes, you will no longer have access to view it. Click on the job title in the My Application section to save a copy for reference if you'd like to be able to refer back to the posting and contact information.

Click on the ellipsis under Action to take actions on your unsubmitted and submitted *Active* applications.



If you withdraw your application with the intent of updating and reapplying, take note of the *application deadline date*. You will not be able to reapply if the deadline has passed.

### My Applications

Thank you for completing your tasks! We will contact you if additional information is needed.

Active (2)
Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Human Resource Analyst 2	REQ-105523	Not Submitted Created on August 16, 2022		...
Operations & Policy Analyst 2	REQ-105529	Application Under Rev...	August 16, 2022	

Continue Application  
View Application  
Delete Application

### My Applications

Thank you for completing your tasks! We will contact you if additional information is needed.

Active (2)
Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Human Resource Analyst 2	REQ-105523	Not Submitted Created on August 16, 2022		...
Operations & Policy Analyst 2	REQ-105529	Application Under Rev...	August 16, 2022	...

View Application  
View Tasks  
Withdraw Application



## Veterans requesting Veteran's Preference Points

If you requested Veterans' Preference Points for the first time or requested a change in the number of points – you will receive the additional task below. This task is not immediately assigned to you and will only come up if initiated by the Recruiter.

Step 1: Once a Recruiter verifies that points have not already been awarded, or that you are requesting a change in the number of points – the following task will appear on your candidate home page, under My Tasks. To complete the task, click **Start**.

**My Tasks**

Please complete your pending tasks to continue forward in the selection process.

**To Do (1)**   **Completed (2)**

Task	Job Title	Job Req	Task Status	Date Assigned	Action
Please Indicate U.S. Veteran Status	Operations & Policy Analyst 2	REQ-105529	Not Started	August 16, 2022	<b>Start</b>

Step 2: In the drop down, indicate the number of percentage points you are requesting (1). *Drag* and drop your supporting documents or use the *Select Files* button to attach the required documents (as indicated in the task) (2).

For additional information on veterans' preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

**Please indicate your U.S. Veteran status \***

Yes, I qualify as a 5-Percentage Point... ▼  
select one

I am not a Veteran

**Yes, I qualify as a 5-Percentage Point Veteran**

Yes, I qualify as a 10-Percentage Point Veteran

I do not wish to self-identify

Yes, but I do not wish to claim Veterans' Preference Points

**Documentation to determine eligibility for Veterans' Preference Points, if applicable.**

Drop files here  
or  
Select files

**Please indicate your U.S. Veteran status \***

Yes, I qualify as a 5-Percentage Point... ▼

**Please attach the appropriate documentation to determine eligibility for Veterans' Preference Points, if applicable. \***

Veteran Document.docx  
✓ Successfully Uploaded!

Upload

**OK** Cancel

This is what your screen will look like when you have added the document. Click **OK**.

The *Indicate U.S. Veteran Status* task will move to your *Completed* tab.