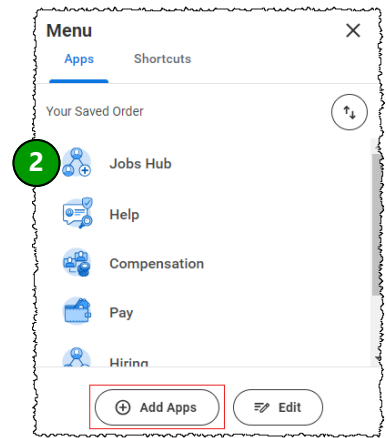# Internal Recruiting: Searching for a New Job at VUMC

VUMC employees can apply for jobs internally through the Workday system. Follow the steps below to search for and apply to jobs posted internally at VUMC.

From the Home Page:

1. Select the **Menu** icon.

2. Select **Jobs Hub.**

Note: If the **Job Hubs** application is not visible, select **+ Add Apps** at the bottom of the menu.

*You can also search "**Browse Jobs**" in the Workday search bar.*

From the Jobs Hub Page:

1. Select **Browse Jobs**.

*Note: For Contingent Workers, select **Browse Jobs - Contingent Workers** located below Suggested Links.*

2. You can type in a **Keyword** or **Job Number** to search for a specific job available in the system.

3. Select the **appropriate boxes** to set search parameters for positions of interest. The filters will apply automatically.

4. Select **View Job** to learn more about the job, apply, refer, and/or create job alert.
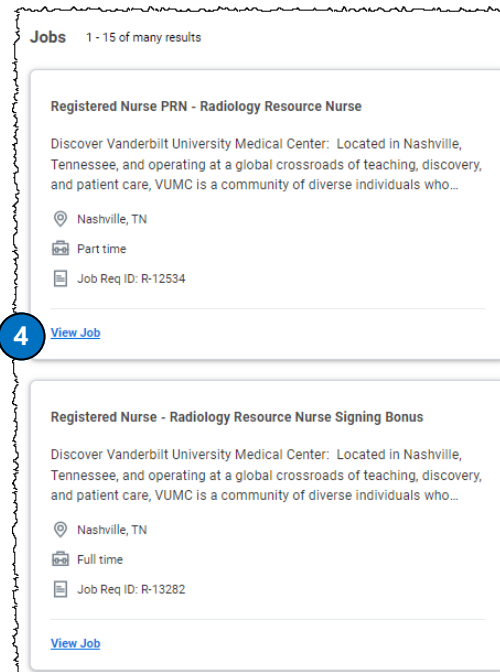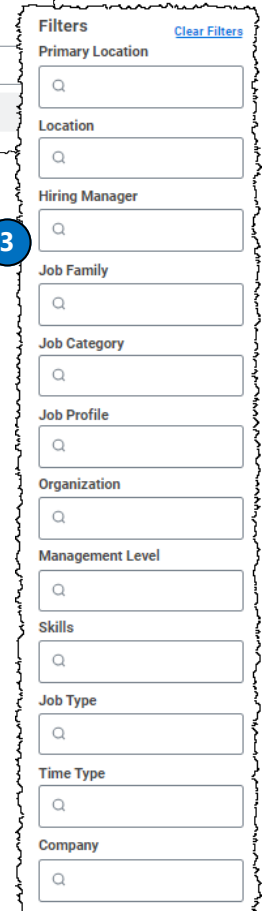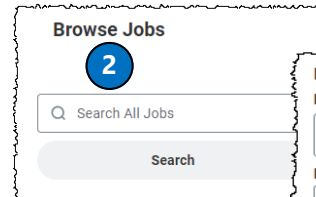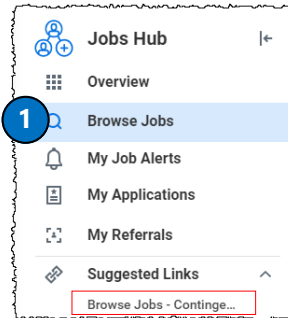
Internal Recruiting: Searching for a New Job at VUMC

VUMC employees can apply for jobs internally through the Workday system. Follow the steps below to search for and apply to jobs posted internally at VUMC.

From Apply to Job:

1. Review the **Job Description** to ensure it matches your skill set.

2. Review the **Job Details** and select **Apply**.

3. Upload a Resume/Cover Letter by choosing **Select files** or by dropping a file into the gray box.

4. Open your **Resume** or **Cover Letter** from your files to attach to your application.

5. If your document was uploaded successfully, you will see the document appear under **Resume/Cover Letter**. Under the document, you will also see **Successful Upload**. You can add an optional **Comment** about the document or upload additional documents by selecting **Upload**.

View Job Posting Details KG2 - Asst Professor

Job Description ①

Organization:
Dermatology
Job Summary:
.

Core Accountabil
Organizational Im

[Apply] ② [Refer] [Create Job Alert]

Resume / Cover Letter

Name	Status	Date modified	Type
PBeesly Resume	✓	4/21/2022 12:38 PM	Microsoft Word D

Drop files here ③ or [Select files]

All Files

[Open] ④ [...cel]

Resume / Cover Letter

PDF PBeesly Resume ⑤
✓ Successfully Uploaded!

Comment ⑤

[Upload] ⑤

From Application Question Internal:

1. Complete all of the required questions for the position for which you are applying. Questions that are required will have **(Required)** written after them.

2. When all required application questions are complete, you have the option to write a **comment** regarding your application.

3. Select **Submit** when you are ready to submit your application.

Note: You can choose to **Save for Later** if you need to complete the application at another time.

Application Question Internal ①

What is your desired hourly rate of pay or annual base salary? (Required)

What do you like best about working at VUMC? (Required)

Why are you interested in this position? (Required)

enter your comment ②

[Submit] ③ [...ave for Later] [Cancel]

QUESTIONS?

Please email BusinessEducation@vumc.org.