



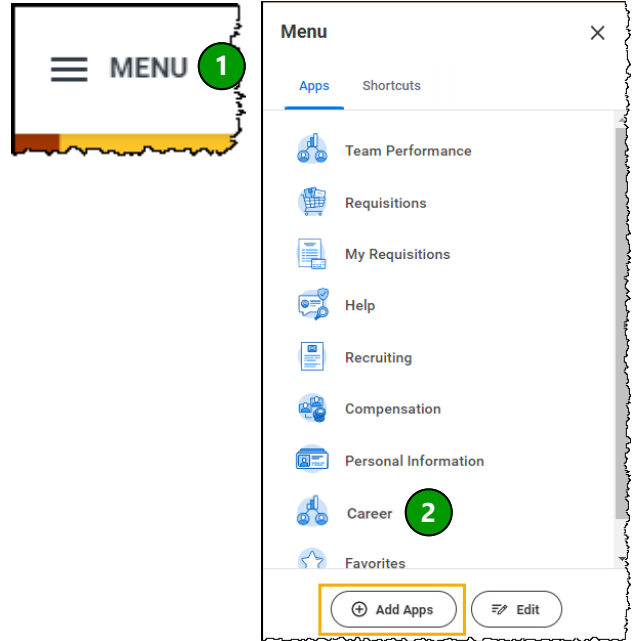
## Internal Recruiting: Searching for a New Job at VUMC

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:**

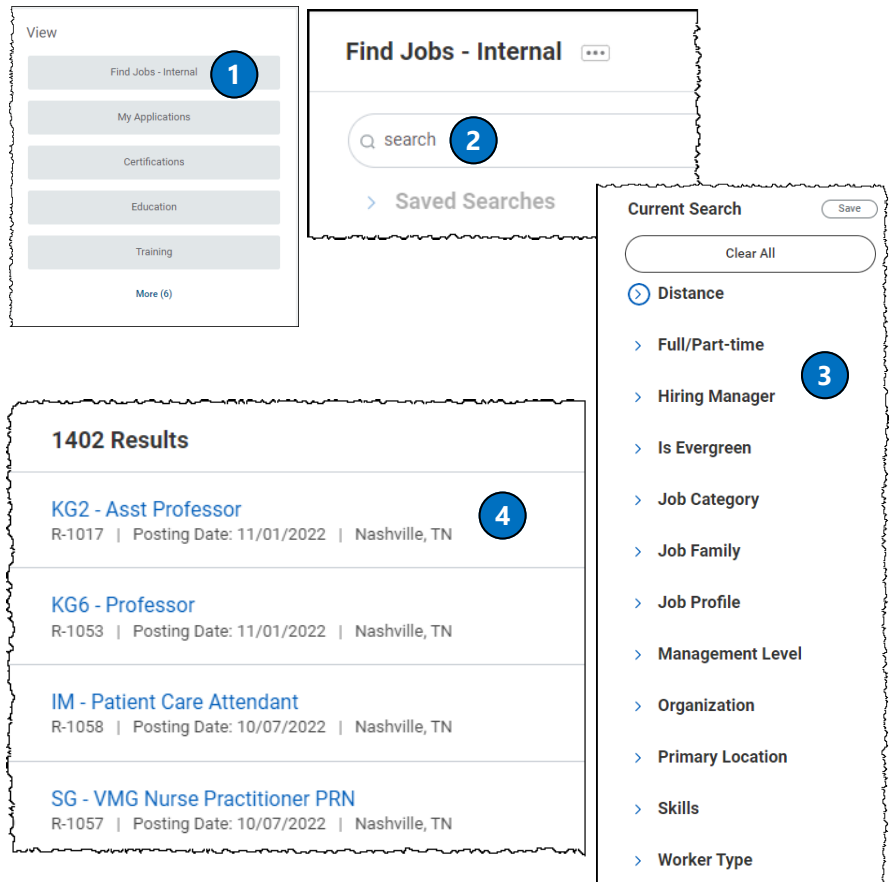
1. Select the **Menu** icon.
2. Select **Career**.

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



**From the Careers Page:**

1. Under **View**, select **Find Jobs—Internal**.
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. You can select a **job** to learn more about and/or apply to in the list that is generated from your search.





## 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**.

### 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.

## QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).