

# Applicant Frequently Asked Questions

## External Candidates

### 1. Why do I have to create a new account in Workday?

Ohio State launched a new applicant tracking system on January 3, 2021. You must create a profile in our new system to have access and the ability to apply to all open positions at Ohio State.

### 2. What if I have browser issues when trying to create a candidate account or submitting my application?

The new applicant tracking system, which is powered by Workday, does not support version 10 or earlier versions of Microsoft Internet Explorer (IE). Use of unsupported versions may cause issues in the application process. It is recommended to upgrade to version 11 of IE or use another supported browser such as Google Chrome or Firefox.

### 3. How do I create an account in Workday?

Visit the Ohio State [career site](#) and click “Sign In” on the top right of the page. Search for Create Account at the bottom of the sign in box. Enter your email address and create a password. Passwords must be a minimum of 8 characters and include:

- Uppercase character
- Lowercase character
- Alphabetic character
- Numeric character
- Special Character (e.g., #, etc.)

### 4. Someone told me I should apply for a specific requisition. How do I find the requisition number in Workday?

When you log into Workday you will see “Search for Jobs”. Click on Search for Jobs and you will see a list of all open position. Using the search bar, you can enter the Requisition Number and select search. Note, all requisition numbers begin with “R” and can be found under the title of the position.

### 5. How do I apply for a position?

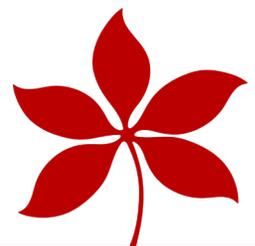
When you log into the [career site](#) you will see “Search for Jobs”. Click on Search for Jobs and you will see a list of all open positions. Click on the title of the position for more specific details. If you are interested in the position, click “Apply”.

### 6. I applied to a position in Workday previously, however my login information is not working. What should I do?

If you have already created a new profile and account in Workday, and are still having issues logging in, enter your email address and click “forgot your password” on the Sign In page to reset your password.



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7. How do I know my application was received?

Applicants will receive an immediate confirmation that the application has been submitted as well as an email confirmation. Status of the application can be found in the candidate home account. A recruiter will view your application and if you meet the qualifications for the position, they will contact you.

8. I do not see a position I am interested in. Can I apply without selecting a specific position?  
No, you must apply to a specific position.

9. How do I check the status of my application?

To view the status of an application, log into the [career site](#) using the email and password you created when you created your account. Click on Candidate Home on the top right corner of the page. To view the status of an application, review the “Submitted Applications” section in the candidate home.

10. I cannot find my field of study in the application, what do I do?

The field of study box is searchable. Issues finding the field of study may be related to not using a keyword (i.e., communications), or entering a very specific term. It is recommended to search using descriptive terms to review options of the available fields of study.

11. Where can I attach my additional documents, cover letters and attachments?

As part of the application process, you will have an opportunity to upload any documents including resume, cover letter, licenses, certifications, etc. Once you have applied for a specific job requisitions you cannot change the attachments you uploaded. New attachments can be added for each job requisition you apply to.

12. If I apply for a position, will Workday maintain my information for subsequent applications?

Yes. A candidate can use the last CV/resume they loaded or select to upload a new resume which will prepopulate your job application with new information.

13. How do I access and sign my offer letter?

If you have been sent an offer letter, you should see an alert [!] next to the application in your Candidate Home. Once you click on the application, you will see a task. Click on the task and the offer letter will open in DocuSign. Sign and submit the offer letter.

14. How do I withdraw my application?

Access “Submitted Applications” from your Candidate Home. Click on the application and withdraw.

15. I just realized there is an error on my application and I already submitted it. Can I re-submit it?

Please thoroughly review your applications before you submit them. Once you have applied for a specific job requisition you cannot change the application or resubmit it. Applications can be updated and new documents can be attached for each new job requisition you apply to.

## 16. Will I receive a response even if I am not selected?

If you are selected for an interview, you will be contacted by a talent acquisition professional. You will also be able to view the status of your applications by viewing the “Submitted Applications” section in the candidate home.

## Internal Candidates

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Ohio State launched a new applicant tracking system on January 3, 2021. You must create a profile in our new system to have access to all open positions

### 2. What if I have browser issues when trying to create a candidate account or submitting my application?

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### 3. How do I create an account in Workday?

Current Ohio State Employees should log into [Workday](#) as an employee.

### 4. Someone told me I should apply for a specific requisition. How do I find the requisition number in Workday?

When you log into Workday you will see “Search for Jobs”. Click on Search for Jobs and you will see a list of all open position. Using the search bar, you can enter the Requisition Number and select search. Note, all requisition numbers begin with “R” and can be found under the title of the position.

### 5. I am a current Ohio State employee and am looking to apply for positions. How do I access the new career site?

Current Ohio State employees will log into [Workday](#) as an employee. Click on “Career” in the Applications box. Navigate to “Search Faculty and Staff Jobs” site.

### 6. How do I apply for a position?

Log into [Workday](#) as an employee. Click on the “Career” application. Navigate to Search Faculty and Staff Jobs and you will see a list of open positions. Click on the title of the position for more specific details. If you are interested in the position, click “Apply”.

### 7. I applied to a position in Workday previously, however my login information is not working. What should I do?

If you have already created a new profile and account in Workday, and are still having issues logging in, enter your email address and click “forgot your password” on the Sign In page to reset your password.

### 8. How do I know my application was received?

Applicants will receive an immediate confirmation that the application has been submitted as well as an email confirmation. Status of the application can be found by logging into Workday, navigating to the “career application” and selecting “My OSU Applications.” A recruiter will view your application and if you meet the qualifications for the position, they will contact you.

9. I do not see a position I am interested in. Can I apply without selecting a specific position?  
No, you must apply to a specific position.

10. How do I check the status of my application?

To view the status of an application, log into [Workday](#) as an employee. Click on “Career” in the Applications box. Navigate to “My OSU Applications” site. You will see a listing of the job requisitions you applied for and the status.

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