

MY WORKDAY JOB APPLICATION CHECKLIST

Consider the following steps when [applying for vacancies in Workday](#):



Review and consult the revised [Recruitment and Assignments policy](#) to check your eligibility for positions. Additional information can also be found [here](#).



Set up your Workday Career Profile using this [guide](#). Like any job application, adapting your profile to the role you are pursuing makes for a stronger application.

Managers and Recruiters will not consider empty applications or those with partial information. Ensure that you have a complete Career Profile before applying for positions, particularly the Job History, Language, Education and Skills sections.

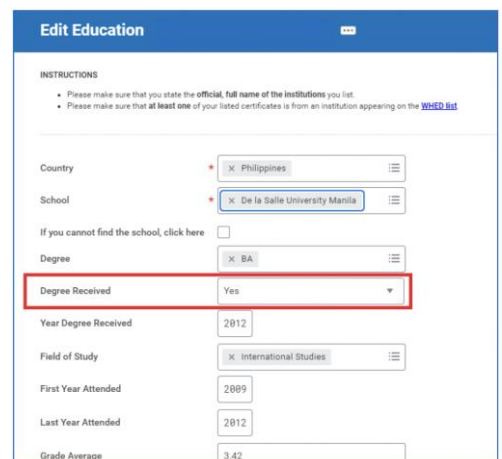


Ensure that you have the required education, language level, and skills for the position you wish to apply for and that it is reflected in your Professional Summary (Go to Workday > Menu > Career > Professional Summary > Print).



Add your Education history correctly and accurately and indicate whether you have received your degree. This is particularly relevant for positions that require a Bachelor's degree to be considered (i.e. International Fixed-Term positions).

Go to your Profile (top, right), then click "View Profile." Then, head to "Career" (bottom left) and find the Education tab. Then, click Add, Edit, or Remove (depending on the information already in your Profile) and fill in the necessary details as shown on the right.

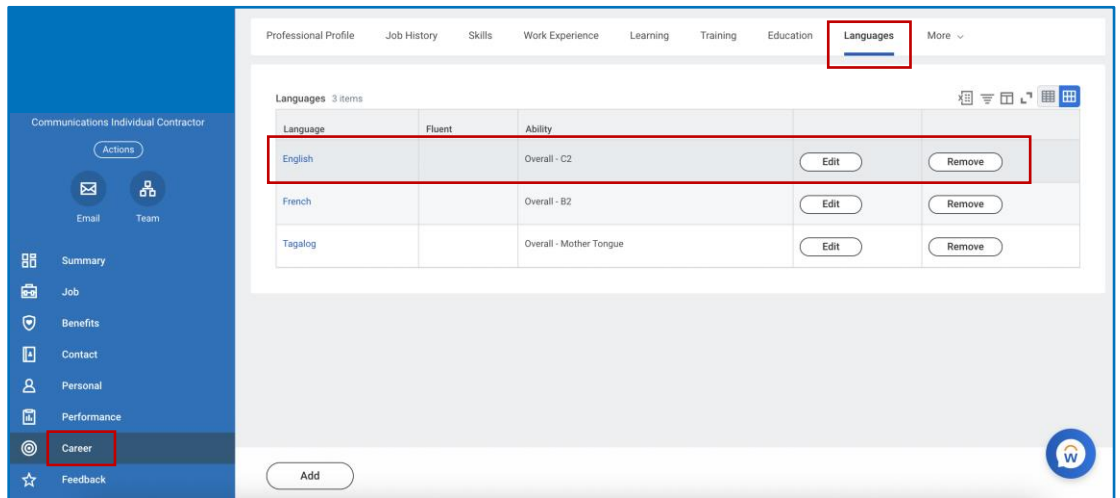


Edit Education	
INSTRUCTIONS	
• Please make sure that you state the official, full name of the institutions you list.	
• Please make sure that at least one of your listed certificates is from an institution appearing on the WHO list .	
Country	<input type="text" value="X Philippines"/>
School	<input type="text" value="X De la Salle University Manila"/>
If you cannot find the school, click here <input type="checkbox"/>	
Degree	<input type="text" value="X BA"/>
Degree Received	<input type="text" value="Yes"/>
Year Degree Received	<input type="text" value="2012"/>
Field of Study	<input type="text" value="X International Studies"/>
First Year Attended	<input type="text" value="2009"/>
Last Year Attended	<input type="text" value="2012"/>
Grade Average	<input type="text" value="3.42"/>

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Indicate all languages you speak and your level of fluency. For International Professional positions, a B2 level of English is required for all candidates. Please use the CERF scale to indicate your language knowledge. For more information, please consult this [link](#).



Complete your [mandatory UNHCR trainings](#) if you are a Professional Staff applying for a higher grade position (To check the status, go to Workday > Profile > Career > Learning).



Review the job description thoroughly. If you do not meet the minimum requirements of the role, the system will screen you out automatically. You can also withdraw and reapply for a position as long as it is within the deadline.



Check the status of your application periodically (Go to Workday > Menu > Career > My Applications).



Raise a case if you want further clarification on your application (Go to Workday > Menu > Help > Create Case). However, please keep in mind that the Recruitment Team is handling high volumes of cases at the moment. Rest assured, they will attend to your case in due time.