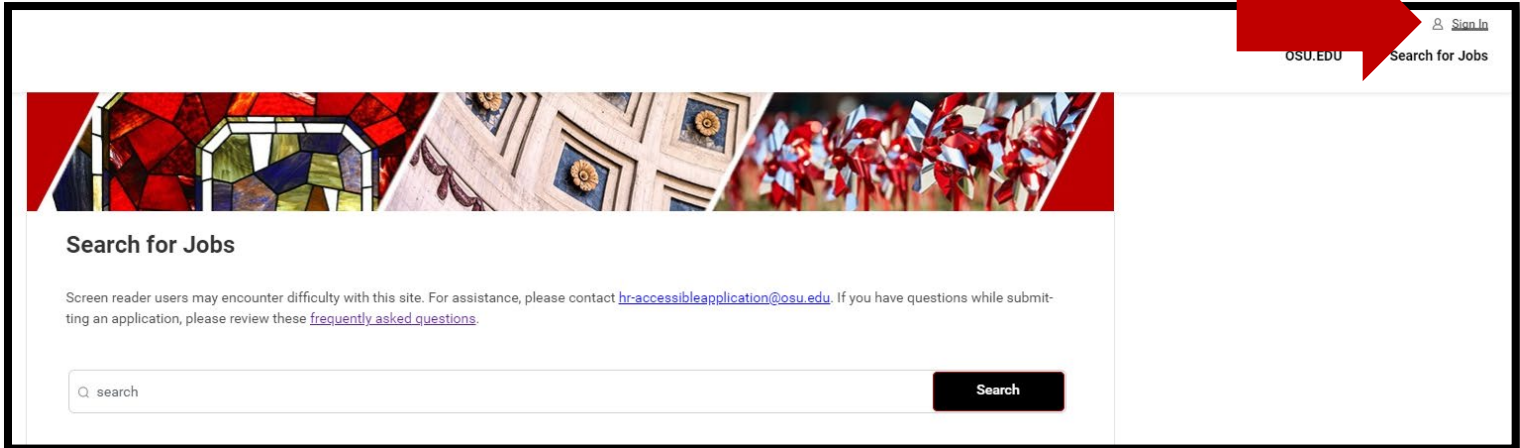


## EXTERNAL APPLICANT

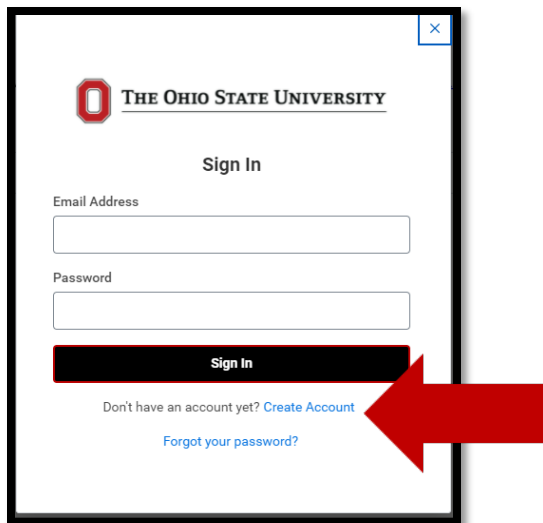
If you are currently NOT an employee of The Ohio State University, please click on the below link to view all employment opportunities.

[Search for Jobs \(myworkdayjobs.com\)](https://myworkdayjobs.com)

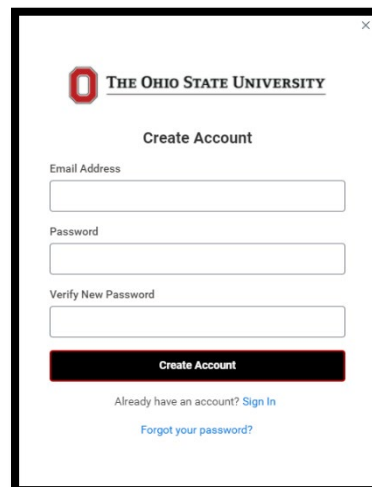
1. Click on "Sign in" on the top right of the OSU Careers website



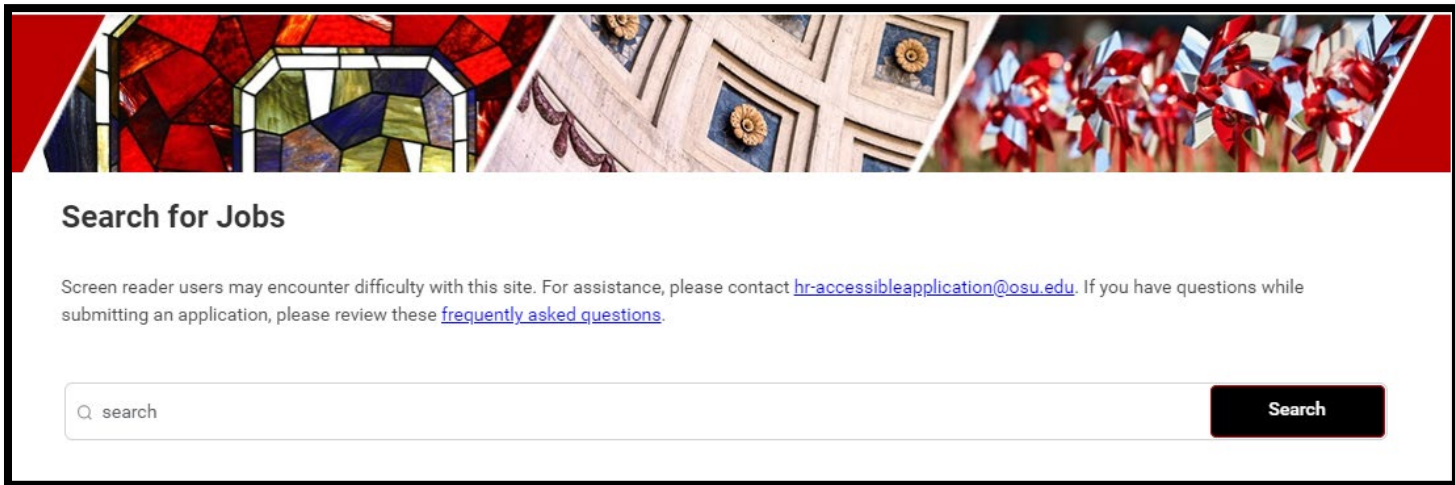
2. New Users: Select "Create Account"



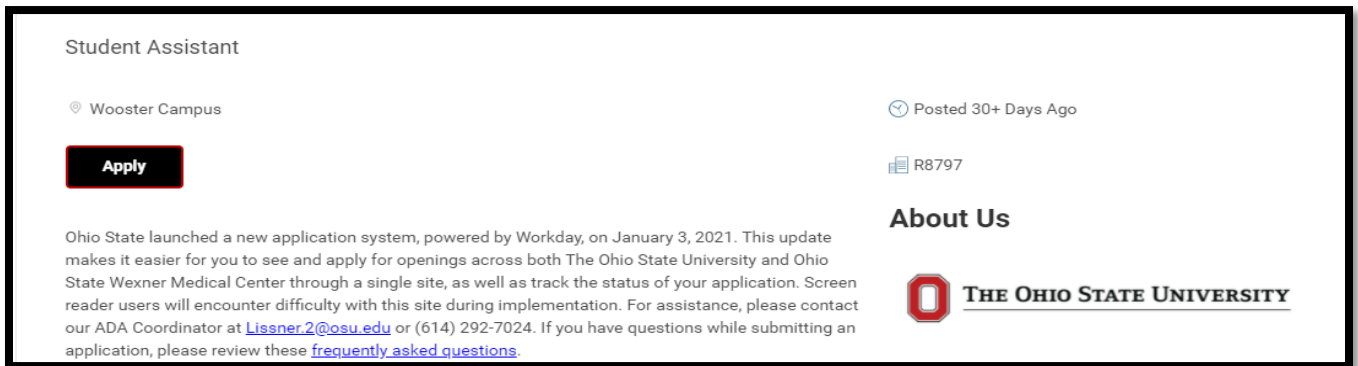
3. Enter your preferred email address and create a password



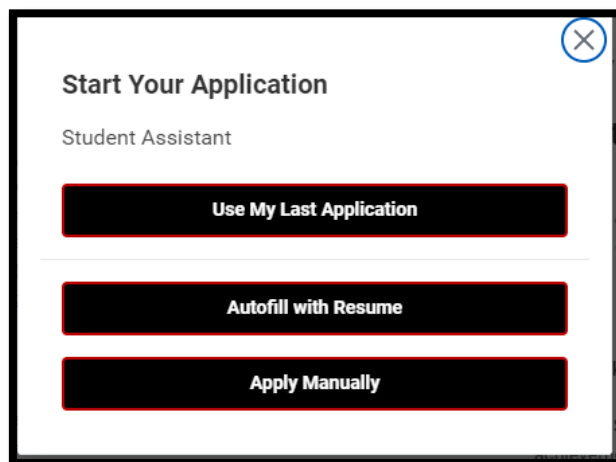
4. Use the Search feature to view all employment opportunities. You can search by job requisition number, position title, location etc.



5. Once a position of interest is located, select “Apply” to initiate the application process.



6. Select the method in which you wish to apply to the posting. You can choose to Autofill by uploading a resume or manually enter your information.



7. Autofill option lets you upload a resume. To begin, start by selecting the file you wish to upload.

The screenshot shows a progress bar at the top with seven steps: 'Autofill with Resume' (active), 'My Information', 'My Experience', 'Application Questions', 'Voluntary Disclosures', 'Self Identify', and 'Review'. The main heading is 'Autofill with Resume'. Below it, a note states '\* Indicates a required field'. The 'Resume Parsing' section explains that resumes over one page are not parsed and that there is a 5MB limit per document. It lists supported file types: DOC, DOCX, HTML, PDF, or TXT. A large dashed box contains an upload icon and the text 'Drop file here or Select file'.

8. Select continue and enter your personal information on the “My information” page.

The screenshot shows the 'My Information' page with a progress bar at the top. The 'Autofill with Resume' step is active. The page includes a note '\* Indicates a required field'. The 'How Did You Hear About Us?' field is a dropdown menu. The 'Are you a former student, employee or affiliate of The Ohio State University?' field has radio buttons for 'Yes' and 'No'. The 'Country' field is a dropdown menu set to 'United States of America'. The 'Legal Name' section has input fields for 'First Name', 'Middle Name', and 'Last Name', and a checkbox for 'I have a preferred name'.

The screenshot shows the 'Address' and 'Phone' sections. The 'Address' section has input fields for 'Address Line 1', 'Address Line 2', 'City' (filled with 'Rittman'), 'State' (dropdown menu set to 'Ohio'), and 'Postal Code' (filled with '44270'). The 'Email Address' section shows the email 'mariah810kay@gmail.com'. The 'Phone' section has a dropdown for 'Phone Device Type' (set to 'Mobile'), a dropdown for 'Country Phone Code' (set to 'United States of America (+1)'), a 'Phone Number' field, and a 'Phone Extension' field. At the bottom right, there are 'Back' and 'Save and Continue' buttons.

9. Review the “My Experience” page and make any edits necessary. (Information will be auto populated based on your resume)

Autofill with Resume My Information My Experience Application Questions Voluntary Disclosures Self Identify Review

### My Experience

\* Indicates a required field

#### Work Experience

Work Experience 1 Delete

Job Title\*  
Talent Acquisition Coordinator

Company\*  
The Ohio State University

Location  
Wooster Ohio

I currently work here

From\*  
MM/YYYY 📅

Role Description  
Manages and supports daily executions of Talent Acquisition activities including finalizing the hire business process, onboarding new hires, and providing customer service via the HR Connection platform.  
- Serves as a Team Lead for the Talent Services Team

10. At the bottom of the “My Experience” page review Education and add any additional attachments.

**\*This is the last opportunity to add attachments to your application. Do not proceed until all required documents are uploaded\***

### Education

Education 1 Delete

School or University\*  
The University of Akron

Degree\*  
Bachelors

Field of Study  
Education

Overall Result (GPA)

From To (Actual or Expected)  
YYYY YYYY

**Add Another**

#### Resume/CV

Upload a file (5MB max)

Drop files here  
or **Select files**

Tibbs, Mariah Resume HRC.pdf  
105.33 KB  
Successfully Uploaded

#### Websites

**Back** **Save and Continue**

11. Application questions must be answered if marked with an **\*asterisk**.

Autofill with Resume My Information My Experience Application Questions Voluntary Disclosures Self Identify Review

### Application Questions

\* Indicates a required field

Are you under the age of 18? \*

select one

Are you a U.S. citizen, permanent resident, or authorized to work in the United States? \*

select one

Will you ever be required to renew your work authorization, or will you require sponsorship for a visa or other authorization to enable you to start or continue work (e.g. H-1B)? \*

select one

Have you ever been terminated for cause, asked to resign or deemed ineligible for rehire in any organization you have worked for? \*

select one

Do you have any relatives working for The Ohio State University, The Ohio State University Wexner Medical Center, or its affiliates? \*

select one

Are you currently employed by The Ohio State University? (Please answer yes if you receive a W2 from The Ohio State University.) \*

select one

Are you currently enrolled at The Ohio State University? \*

select one

Are you a former employee of an agency of the State of Ohio? \*

select one

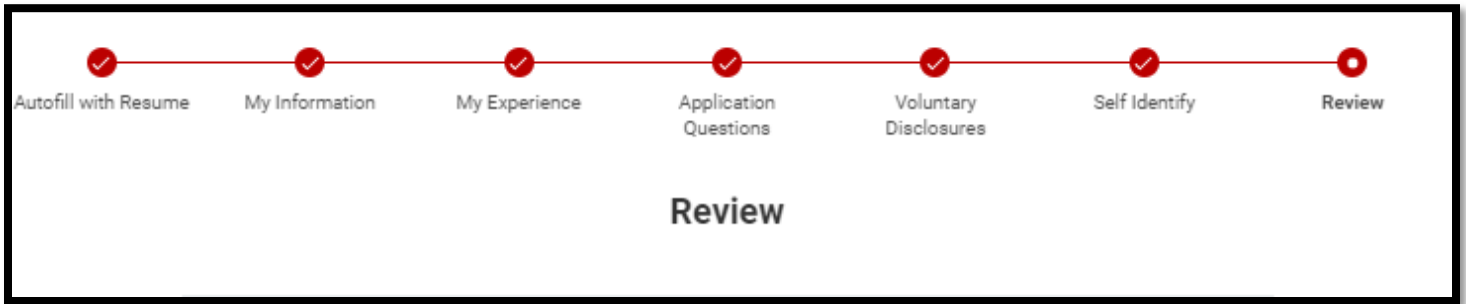
workday  
© 2021 Workday, Inc. All rights reserved.

Back Save and Continue

**12. Voluntary Disclosures:** \*asterisk indicates a required field. **Terms and Conditions:** Review the terms and conditions of the employment application and acknowledge by checking the certification statement.

**13. We are an equal opportunity employer.** \*asterisk indicates a required field

14. This is the last step prior to submission of the employment application. Review the information you entered to ensure accuracy. **\*NOTE: Applications can NOT be revised after they are submitted. Make sure your application is complete.** Once you have reviewed select "Submit".



15. Once you submit your application you will return to your candidate home. You will be able to track your application status and complete any tasks assigned to you during the recruitment process.

### My Tasks

No tasks to complete.

### Submitted Applications

Thank you for applying to The Ohio State University, please continue to monitor your Workday Home Page for next steps in the recruitment process.

1 item L

Job	Status	Actions
<a href="#">Student Assistant</a>	Review	<a href="#">Manage</a> ▼