

# Careers: Searching and Applying for Internal Openings

As a current employee, to submit a job application, you need to **apply as an internal candidate in Workday**.

Prior to applying, be sure to [Update your Worker Career Profile](#).

## HOW TO FIND INTERNAL OPPORTUNITIES



Career

1. From the **Workday home page**, click on the **Career** application.
2. Once in the **Career** application, click **Find Internal Geisinger Jobs**.

**Find Internal Geisinger Jobs**

Q search

> Saved Searches

**Current Search** Save

Clear All

**Full/Part-time**

Full time (1518)

Part time (413)

**Hiring Manager**

Justin Coffey (59337) (42)

Jeanne Januszko (8258) (36)

Chelsea Reichard (54656) (34)

Colleen Martin (53310) (33)

Janice Amos (8390) (32)

**1944 Results**

**Case Manager - Behavioral Health**  
R-17989 | Posting Date: 09/15/2021 | Mount Pocono, PA | Spotlight Job

**Licensed Clinical Social Worker (LCSW)**  
R-14349 | Posting Date: 09/15/2021 | Danville, PA | Spotlight Job

**Clinical Psych Specialist (LCSW or LPC)**  
R-16459 | Posting Date: 09/15/2021 | State College, PA | Spotlight Job

**Clinical Dietitian - Outpatient, Part-time (20hrs/wk)**  
R-18338 | Posting Date: 08/27/2021 | Muncy, PA | Spotlight Job

**Clinical Dietitian II - Complex Care Geisinger At Home**  
R-17319 | Posting Date: 08/26/2021 | Pittston, PA | Spotlight Job

**Diabetes Educator (Inpatient) - Flex/Per Diem**  
R-15807 | Posting Date: 08/25/2021 | Danville, PA | Spotlight Job

3. The **Internal Job Board** will open.
  - a. **You can filter the list** by searching for key words or using the prompts on the left side of the page.
  - b. Jobs will be listed in chronological order, with newly posted jobs being at the top.
  - c. Also at the top are job postings labeled as a **Spotlight Job**. Spotlight Jobs are critical openings for our organization.



**Note:** As an internal candidate, you are limited to a total of **10 In-Progress** applications at any given time. Be sure to **Check Your Application Status** or **Cancel In-Progress Applications** if you reach your limit. (more information on page 2)

## SUBMITTING AN APPLICATION

1. Click on the job that interests you. It will open for you to view the **Job Posting Details**.
2. Click **Apply**.
3. You must enter the required information covered under [Updating Your Worker Career Profile](#).
4. You can attach a resume (not required).
5. You also **must answer the questionnaire(s)** at the bottom of the page. The number of questions can vary based on what job you are applying for.
6. Click **Submit**.

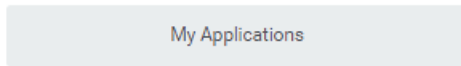


**Note:** Any additional edits made to your Worker Career Profile following the submission of your application will not be reflected on your application. Only the information and attachments present at the time of submission are included.

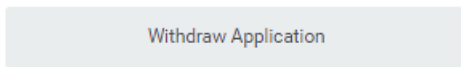
# Careers: Searching and Applying for Internal Openings

## CHECK YOUR APPLICATION STATUS

1. From the **Workday home page**, click on the **Career** application.
2. Click on **My Applications**. From here, you can see the date you applied for the position, your stage in the process and additional information regarding the position.

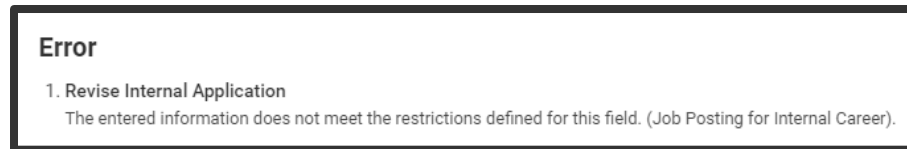


3. If you wish to withdraw an application at any point in time, click on **Withdraw Application**.



## CANCELLING AN IN-PROGRESS APPLICATION

1. If you have an application in your inbox that you no longer want to submit or are getting an error message such as the one below, you will need to delete the application.



2. Click on **the gear icon** in the top left and select **Delete Incomplete**.

## APPLYING FOR A TRANSFER VS AN ADDITIONAL JOB

3. Look specifically at **time type / scheduled weekly hours** to see if you are applying for a full time, part time, or per diem opening.
4. Most people apply to per diem openings when they want an additional job.

5. Per Diem openings will have:
  - a. Scheduled Weekly Hours = 0
  - b. Time Type = Part Time



## WHAT IS AN ADDITIONAL JOB?

In addition to your primary job, you can also hold per diem jobs to work outside of your regularly scheduled hours.