

Careers: Internal Job Application Process

Once you've [applied as an internal candidate in Workday](#), you may be chosen to advance through the recruiting process. The process is not always the same, but here is a general outline of the process.



SCREENING PROCESS

1. The recruiter will verify that you meet the qualifications listed on the job description.
2. If you meet the qualifications, the recruiter will move you forward for the hiring manager to review your candidate information.
3. The hiring manager will then decide whether to move forward with an interview or not pursue.

INTERVIEW PROCESS

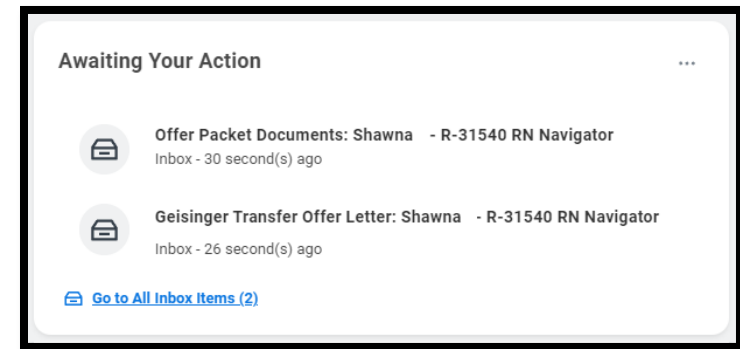
1. Either the recruiter or someone within the proposed department will reach out to schedule the interview. The interview process can consist of multiple interviews.

ACCEPTING AN OFFER

If you are offered a position, a few tasks need to be completed in Workday, including **signing your offer letter**.

Your recruiter will let you know when an offer letter has been sent.

1. From the **Workday home page**, view your Inbox items for **Transfer Offer Letter(s)** and **Offer Packet Documents**.



2. Click on the **Transfer Offer Letter** task to open it.
 - a. Click the **E-sign by Adobe Sign** to open the document in Adobe.



- b. Review your offer letter details for accuracy. If you have questions or concerns, please contact your recruiter.
- c. Click in the **highlighted area** on the document to enter your signature and E-sign the document by clicking the blue **Click to Sign** button that populates.



Careers: Internal Job Application Process

3. Almost immediately, a **Documents** page appears allowing you to download a copy of the unsigned version of your Offer Letter.
4. Click **Submit**.
5. Next, you will need to acknowledge the **Offer Packet Documents** task in Workday. You may review the benefits documents listed.



Note: Your Offer Packet Documents can be found afterwards in your Workday profile by navigating to **Personal > Documents**.

6. Click **Submit**. From here it will route to our Recruitment Onboarding team. You may get emails from them, so be sure to **check your Geisinger email frequently**.
 - a. Be prepared to provide the Recruitment Onboarding Coordinator documents regarding your highest level of education completed.
7. You also may have [other tasks](#) later in the process. It is important to **check your Workday inbox frequently**.