KEAN | workday

My Guide

Applying to a Job as an External Candidate

Step 1: Account Creation – Here, you will need to create a Workday account. Once created, please check the acknowledgement box.

Step 2: Quick Apply: On the first screen for Quick Apply please add your most up to date resume/cv. The resume will automatically populate parts of the application.

Step 3: My Information: Confirm that your address and contact information have populated.

Step 4: My Experience – Your certifications and additional documents can be loaded on at the end of this page. On this page you can edit your experience as appropriate.

Step 5: Resume/CV – Please load additional documents including teaching statement, contact information for references, cover letter and CV by pressing CTRL and clicking each document to be uploaded.

Step 6: Please complete the application questions

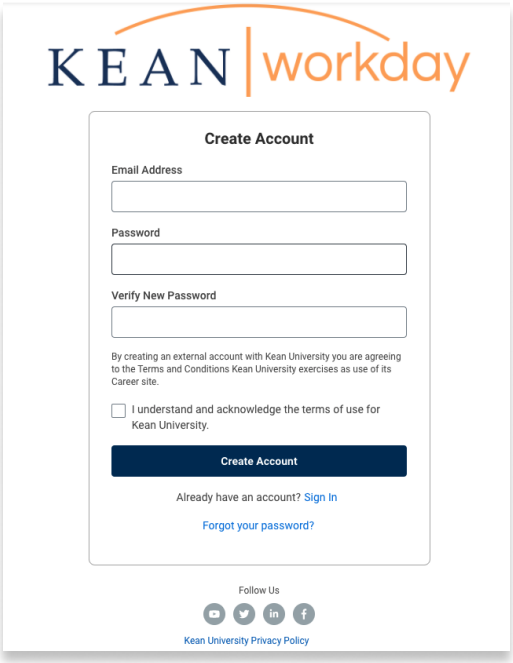
Step 7: Voluntary disclosures are recommended but not required

Step 8: Acknowledgement of terms & conditions

Step 9: Self Identification

Step 10: Please review your information, ensuring contact information and all documents are attached, and confirm all information entered is accurate to the best of your knowledge.

To follow a step by step guide continue on to the following pages.

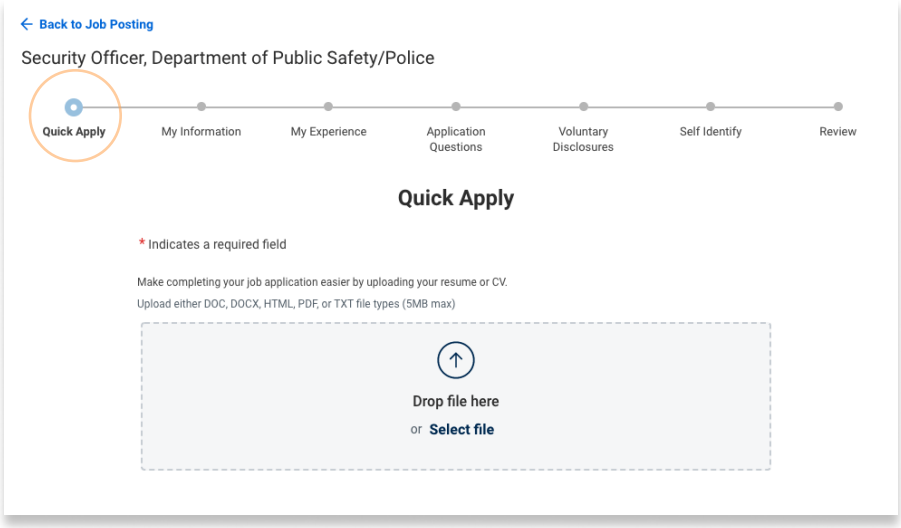


Step 1

Create a Workday account.

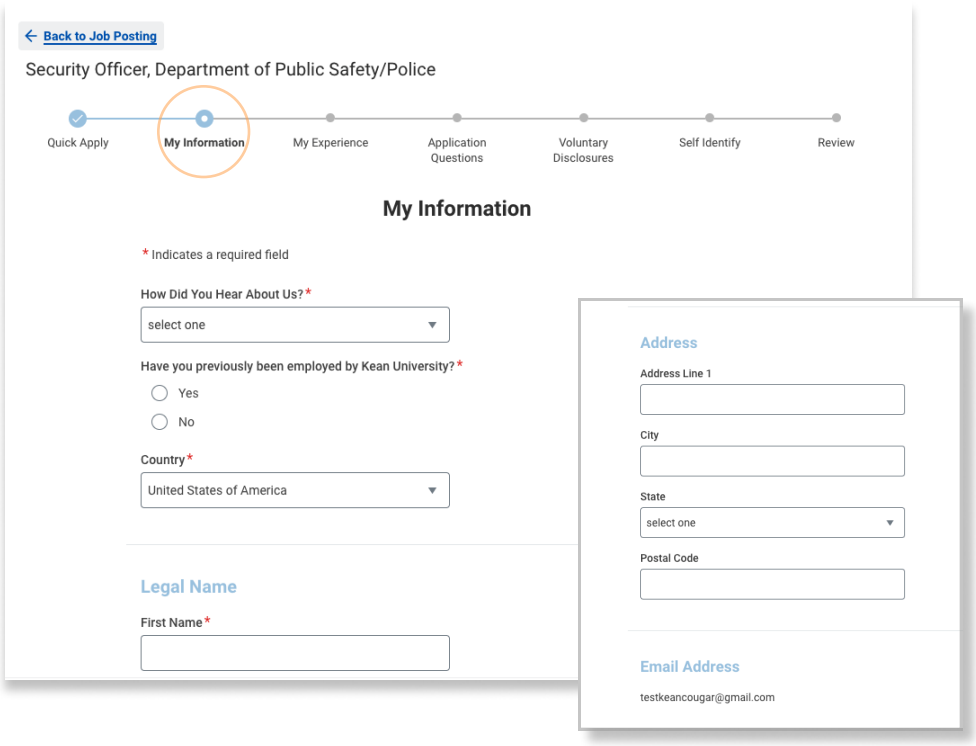
Make sure to follow the rules below for your password creation

Password must include:
- A minimum of 8 characters.
- A lowercase character.
- A special character.
- A numeric character.
- An alphabetic character.
- An uppercase character.



Step 2

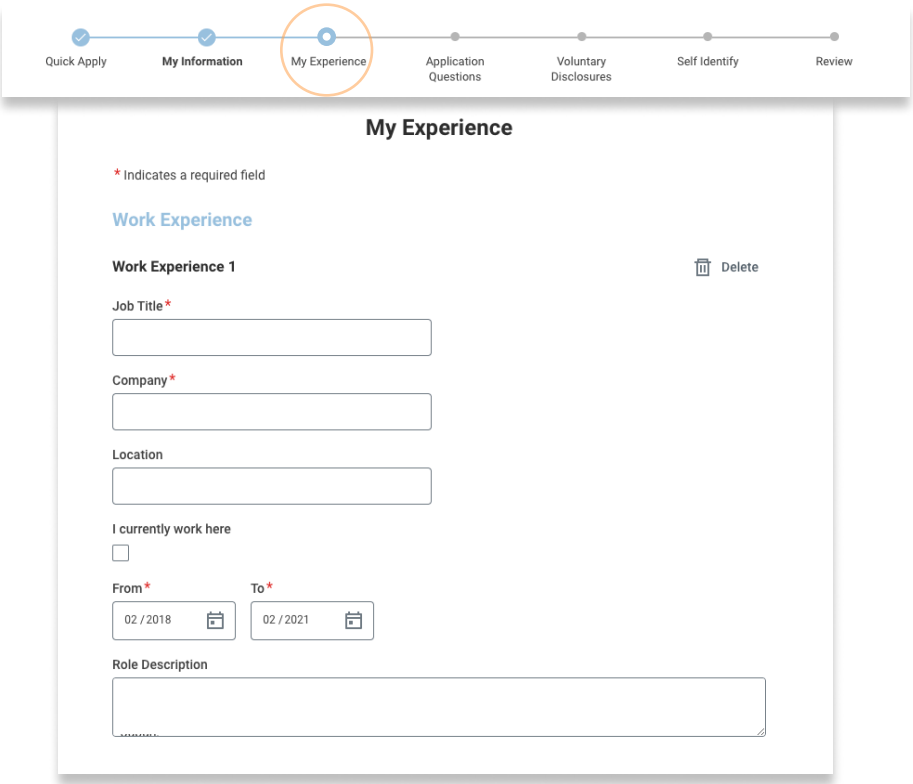
On the first screen for Quick Apply please add your most up to date resume/cv. The resume will automatically populate parts of the application.



Step 3

Answer the required fields.

Confirm that your address and contact information have populated. If they have not populated then you must manually enter the information needed.

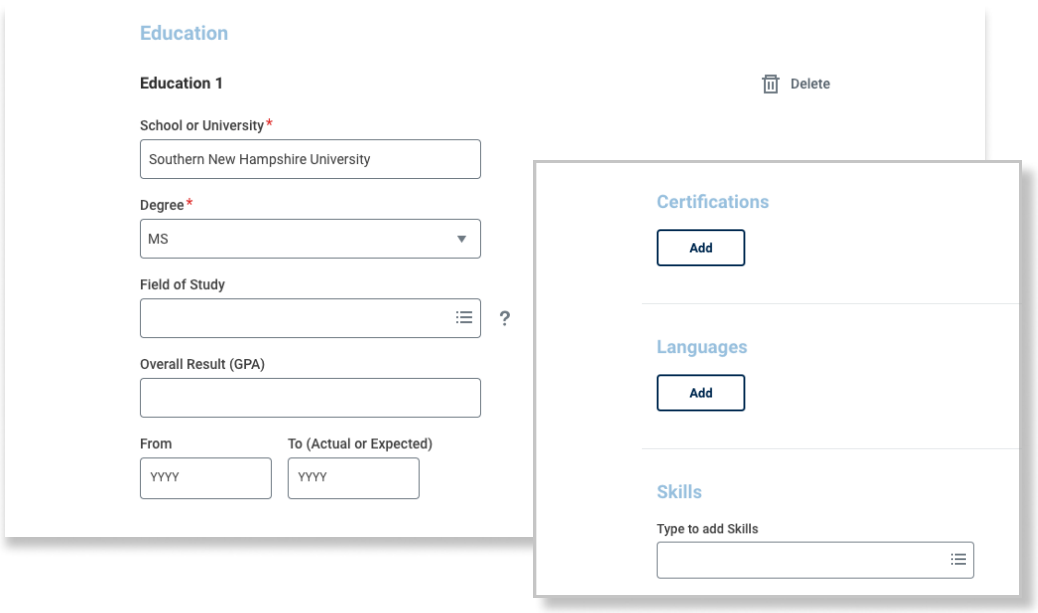


Step 4

Review your work experience.

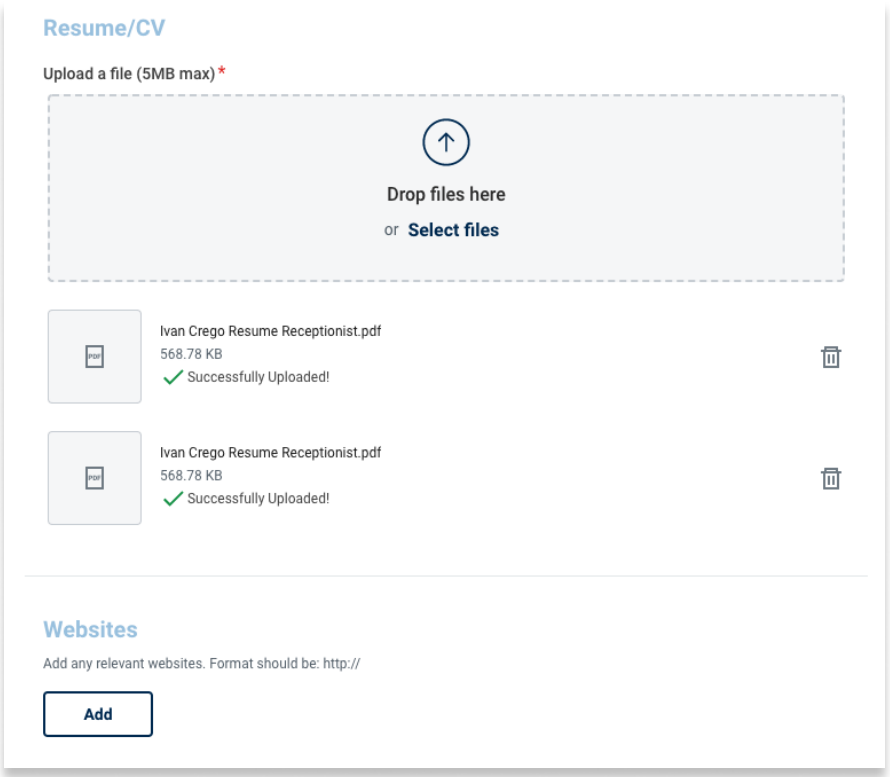
If the expereince has not auto populated then you must fill in the required fields manually. You can also edit any of the fields if needed.

Your certifications and additional documents can be loaded at the end, including your cover letter and contact information for references.



Step 4.2

Education, certifications and additional documents can be loaded at the end of this page.

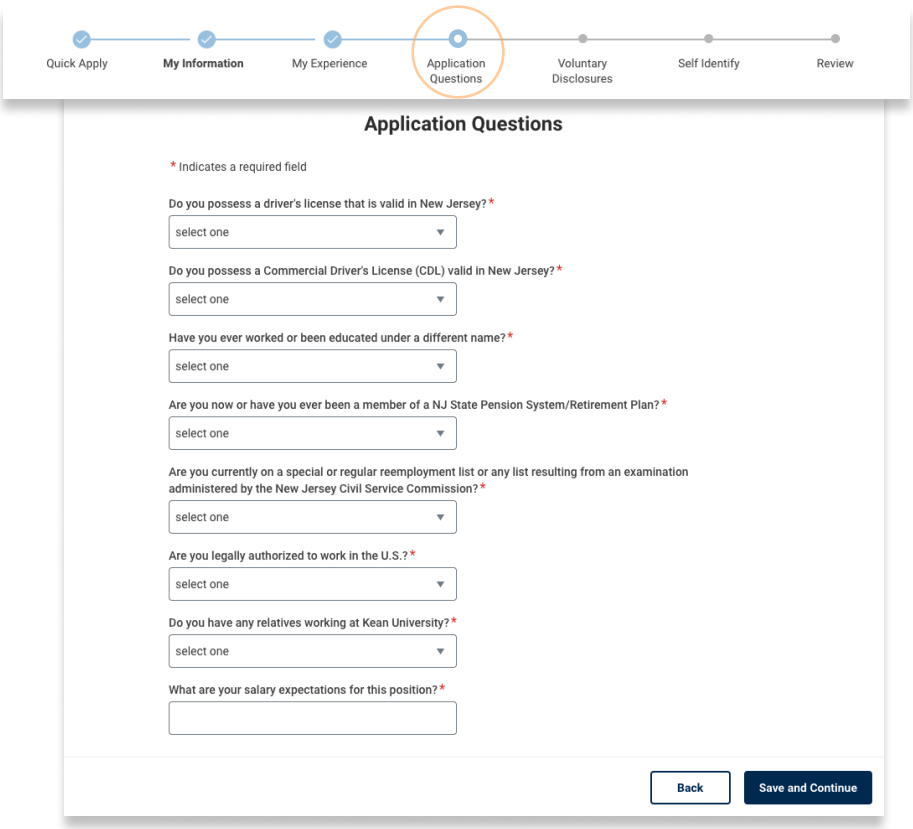


Step 5

Please load additional documents including teaching statement, cover letter, contact information for references, and CV by pressing CTRL and clicking each document to be uploaded.

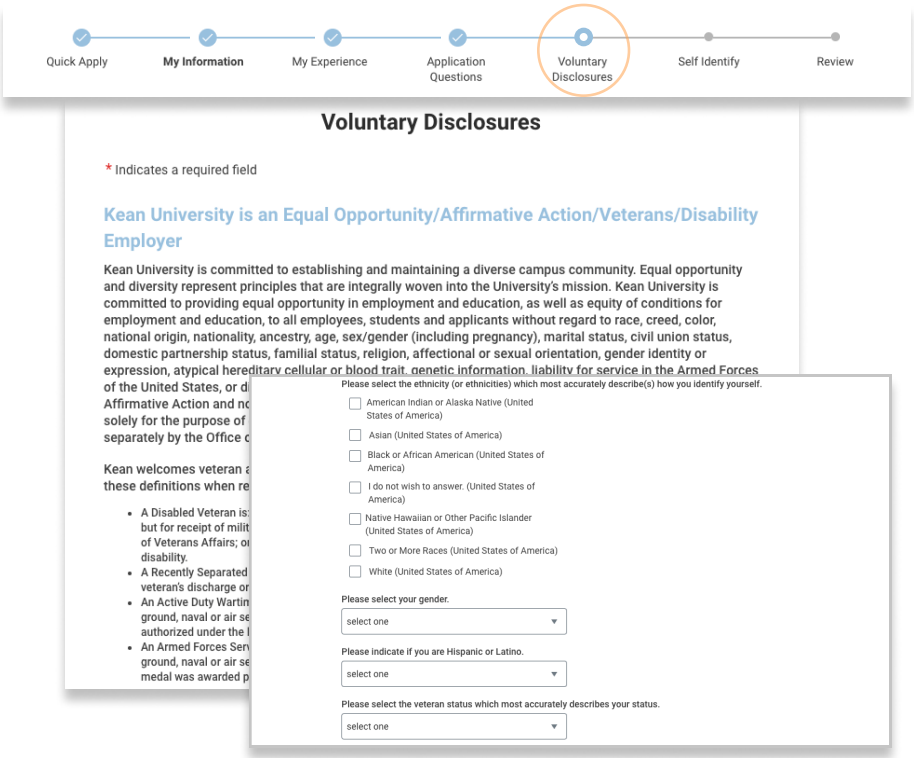
You may also drag and drop directly from your desktop.

Add a personal website or portfolio site if you wish to.



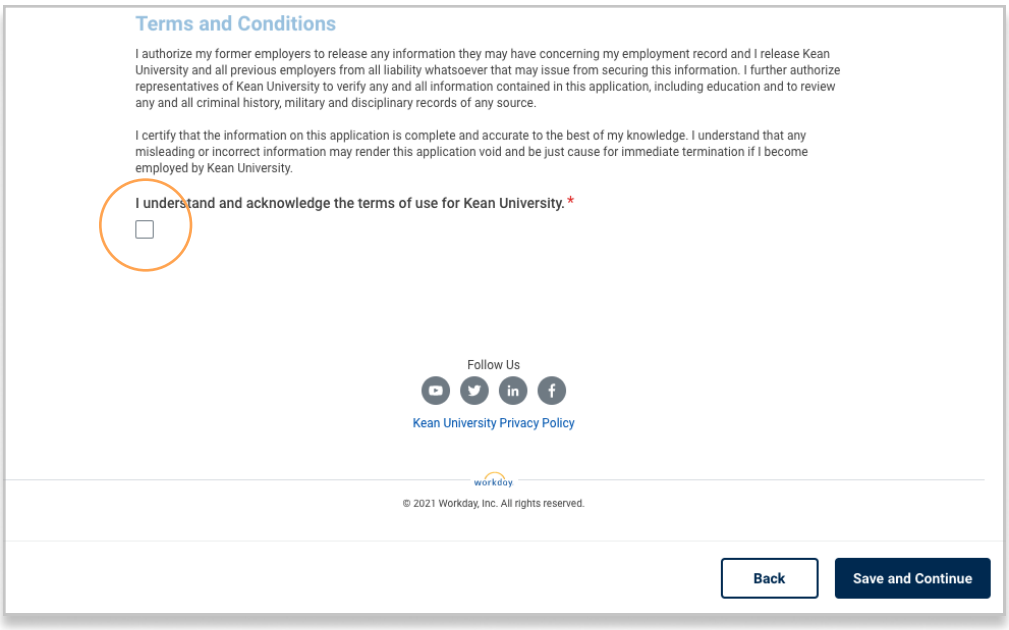
Step 6

On this page you must answer all required fields within the form.



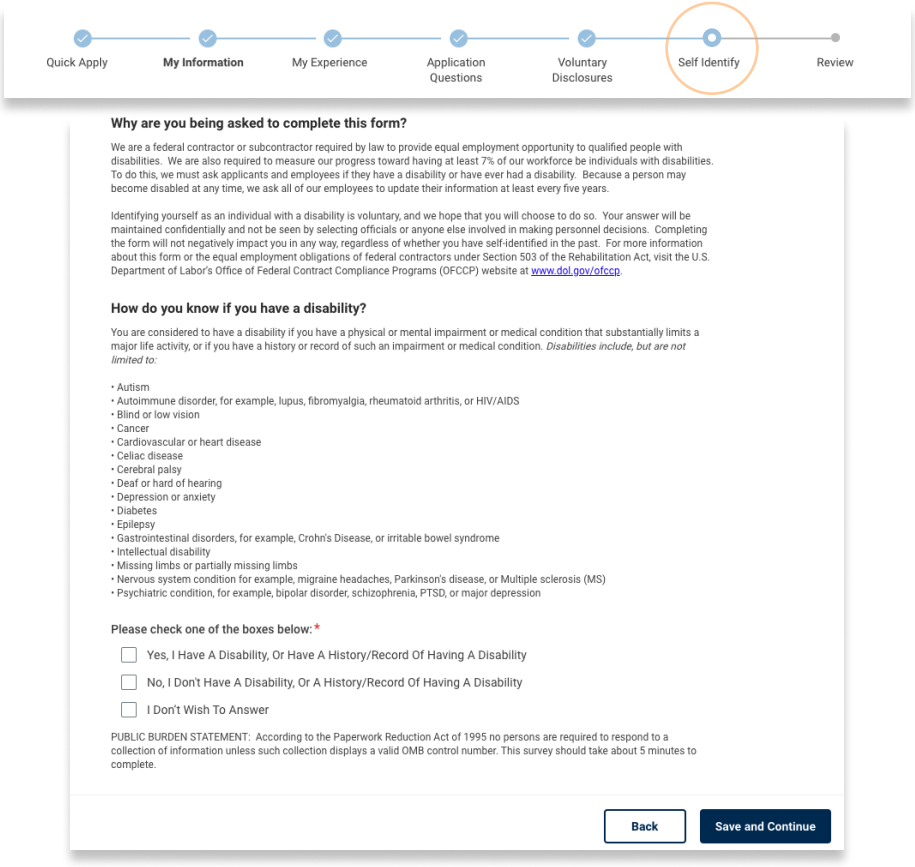
Step 7

Voluntary disclosures are not required. Answer as you see fit.



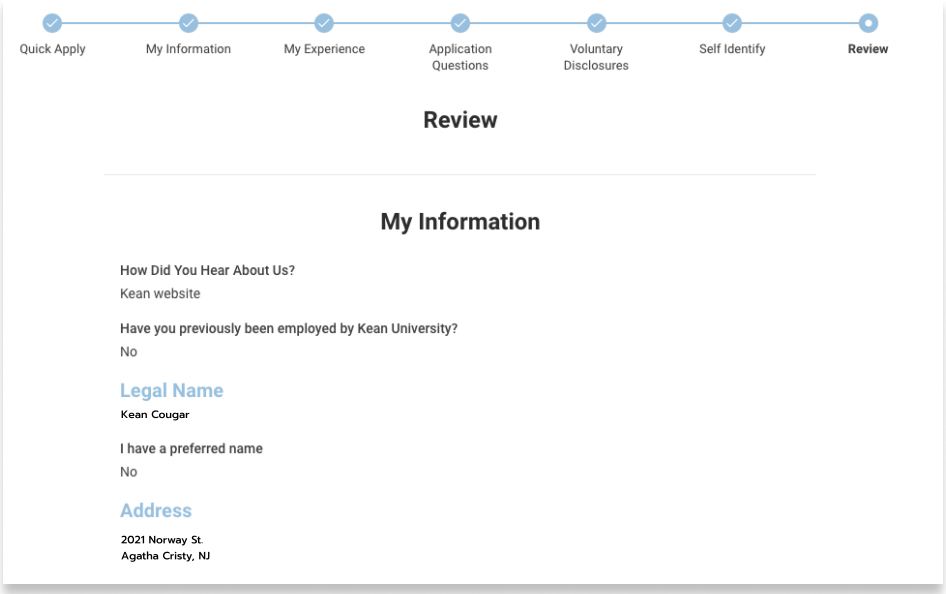
Step 8

Indicate that you have read the terms and conditions.



Step 9

Review the Self Identification form and check the box that fits you best.



Step 10

Please review your information, ensuring contact information and all documents are attached, and confirm all information entered is accurate to the best of your knowledge.

Additional Workday learning resources are available from our Workday webpage found here.

Specific questions can be sent to us at workday@kean.edu