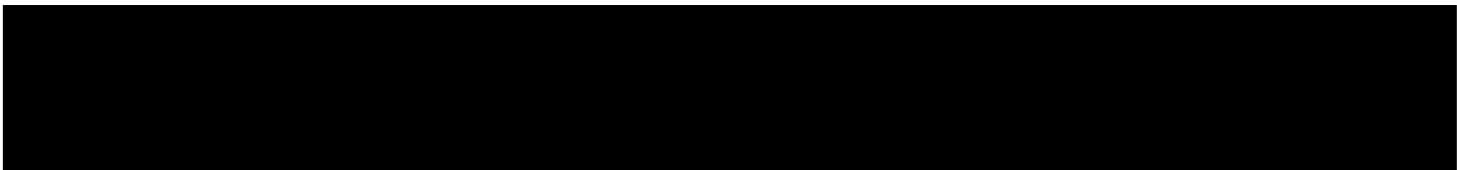
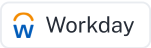


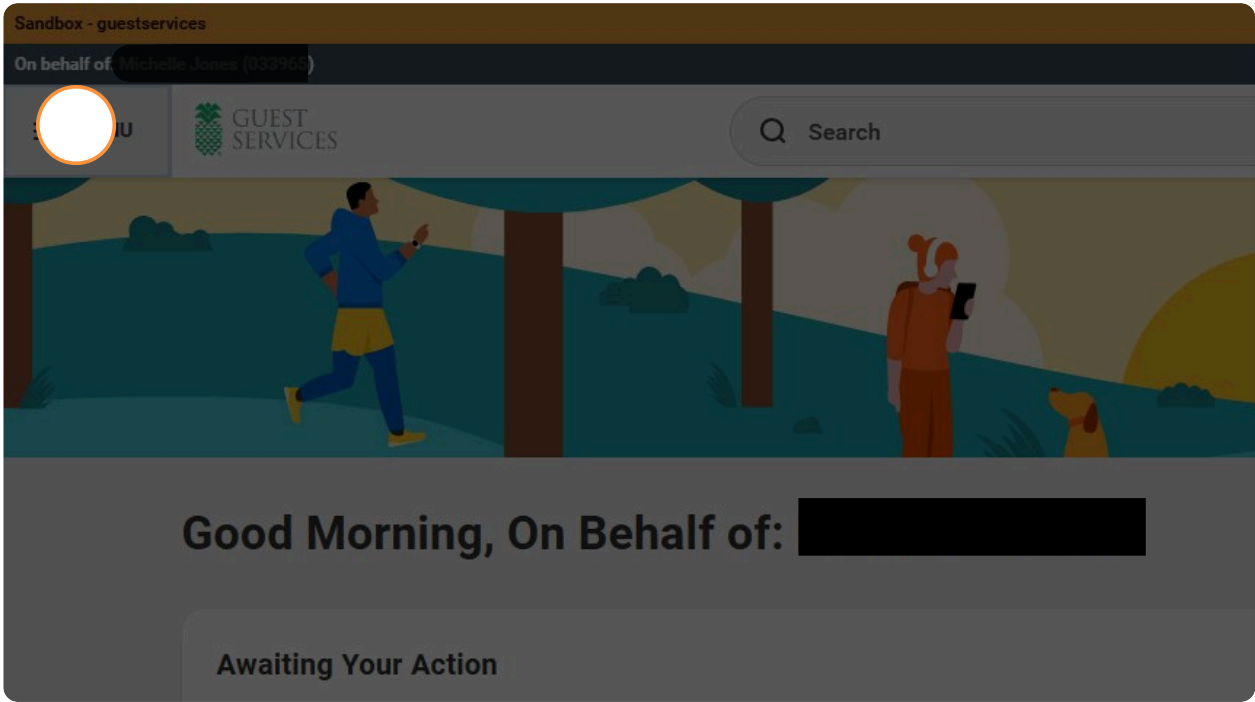


How to Apply for Internal Jobs in Workday

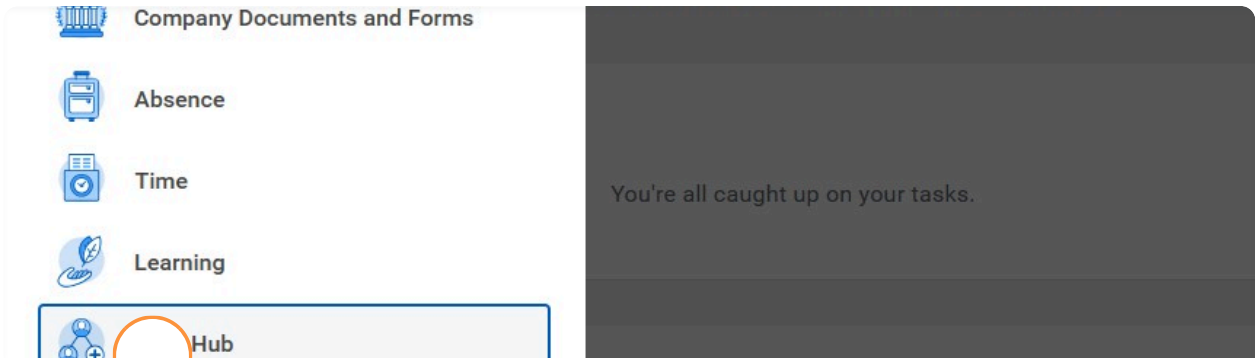
Stephanie Tschohl | 20 steps | 2 minutes



1 From your Workday homepage, Click "MENU"



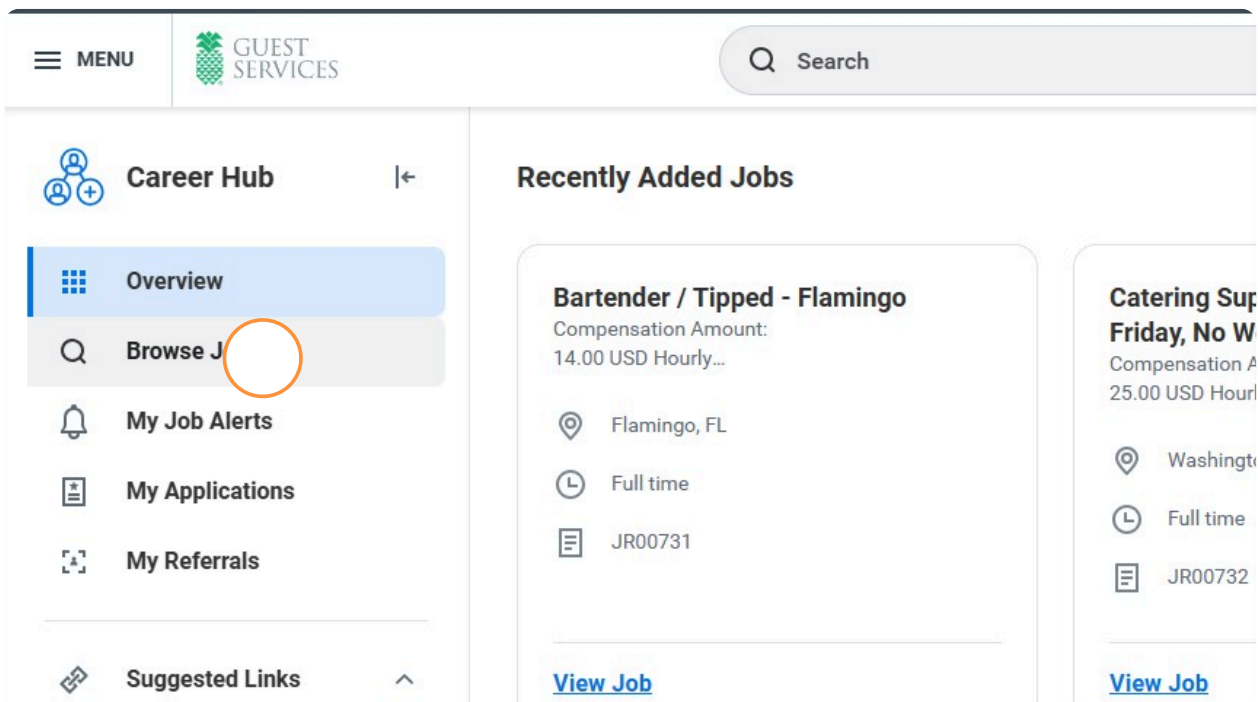
2 Click "Jobs Hub"



 Favorites

 Directory

3 The page will open to an Overview tab; to search all jobs, Click "Browse Jobs"



Guest SERVICES

MENU Search

Career Hub

- Overview
- Browse Jobs**
- My Job Alerts
- My Applications
- My Referrals

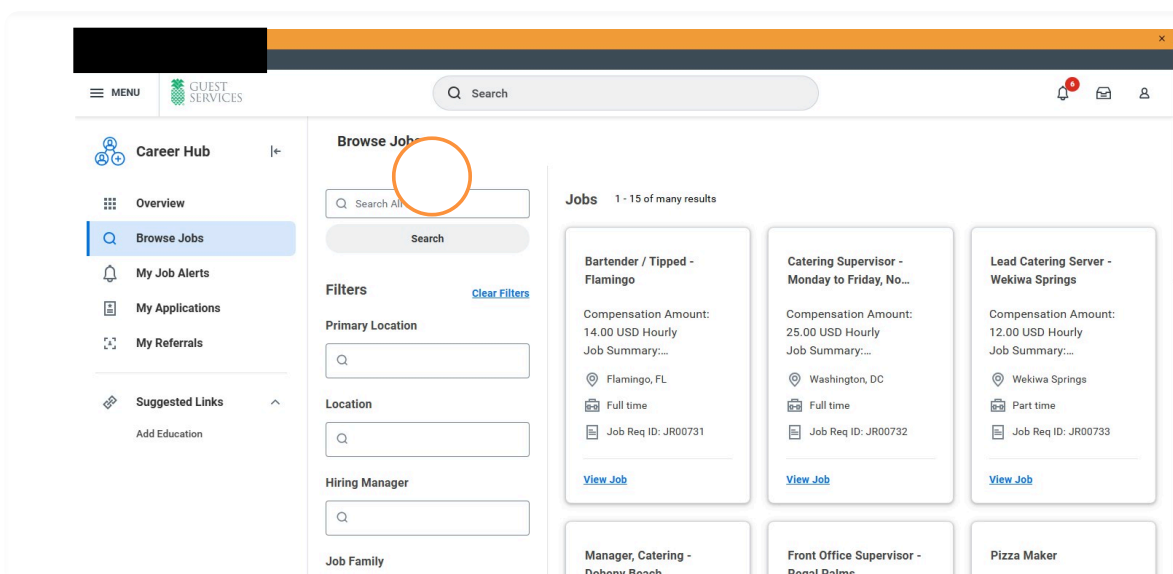
Suggested Links

Recently Added Jobs

Bartender / Tipped - Flamingo
Compensation Amount: 14.00 USD Hourly...
Flamingo, FL
Full time
JR00731
[View Job](#)

Catering Supervisor - Friday, No Weekend
Compensation Amount: 25.00 USD Hourly...
Washington, DC
Full time
JR00732
[View Job](#)

4 There are many ways to search jobs on the left hand side; you can search by title, location, hiring manager, etc.



Guest SERVICES

MENU Search

Career Hub

- Overview
- Browse Jobs**
- My Job Alerts
- My Applications
- My Referrals

Suggested Links

Browse Jobs

Search All

Search

Filters [Clear Filters](#)

Primary Location

Location

Hiring Manager

Job Family

Jobs 1 - 15 of many results

Bartender / Tipped - Flamingo
Compensation Amount: 14.00 USD Hourly
Job Summary: ...
Flamingo, FL
Full time
Job Req ID: JR00731
[View Job](#)

Catering Supervisor - Monday to Friday, No Weekend
Compensation Amount: 25.00 USD Hourly
Job Summary: ...
Washington, DC
Full time
Job Req ID: JR00732
[View Job](#)

Lead Catering Server - Wekiwa Springs
Compensation Amount: 12.00 USD Hourly
Job Summary: ...
Wekiwa Springs
Part time
Job Req ID: JR00733
[View Job](#)

Manager, Catering - Delaney Beach
[View Job](#)

Front Office Supervisor - Delaney Beach
[View Job](#)

Pizza Maker
[View Job](#)

5 When you see a job you may be interested in, Click "View Job"

Primary Location <input type="text"/>	Compensation Amount: 14.00 USD Hourly Job Summary: ...	Compensation Amount: 25.00 USD Hourly Job Summary: ...
Location <input type="text"/>	Flamingo, FL Full time Job Req ID: JR00731 View Job	Washington, DC Full time Job Req ID: JR00732 View Job
Hiring Manager <input type="text"/>		
Job Family <input type="text"/>	Manager, Catering - Doheny Beach Compensation Amount: 50,000.00 USD Annual Job Summary: ...	Front Office Supervisor - Regal Palms Compensation Amount: 17.00 USD Hourly Job Summary: ...
Job Category <input type="text"/>		

6 If you want to apply, Click "Apply"

MENU

SERVICES

Search

View Job Posting Details Bartender / Tipped - Flamingo

Bartender / Tipped - Flamingo

Compensation Amount:
14.00 USD Hourly
Job Summary:
The Bartender is responsible for serving all guests beverages in a fast, courteous and efficient manner. The Bartender must follow correct billing procedures and provide excellent service to guests, ensuring level of service meets the Company's standard. The Bartender should be able to properly mix alcoholic drinks for guests over 21 years old, as required by law.
Job Description:
ESSENTIAL FUNCTIONS

that you update your professional profile before applying to jobs internally. There are separate instructions for how to update your professional profile located at www.gsiemployees.com/workday. Once you complete the application, hit submit.

Job Internal: Bartender / Tipped - Flamingo

Additional Information

PLEASE READ BEFORE APPLYING:

We highly recommend navigating to your profile to update your work experience and education directly in your profile before continuing. The work experience and education will automatically populate in the application below. However, if you manually enter the information in the application below, the information will not populate within your profile once submitted.

To navigate to your profile, please click your picture or initials in the top right corner and click "View Profile". From there, you may enter your job history, education, and/or upload a resume. Once you have saved your changes, you may search for the job again to complete your application with the newly entered information.

Contact Information

Recruiters can reach out to you about this application using the public contact information from your worker profile below.

Email (empty)

Phone Number (empty)

Experience

Add

Submit

Save for Later

Cancel

- 8 If you are interested in being notified when certain jobs become available, you can set up alerts in the career hub. Click "My Job Alerts"

Career Hub

Overview

Browse Jobs

My Job Alerts

My Applications

My Referrals

Suggested Links

Add Education

Browse Jobs

Search

Filters

Primary Location

Location

Clear Filters

Jobs 1 - 15 of many results

Bartender / Tipped - Flamingo

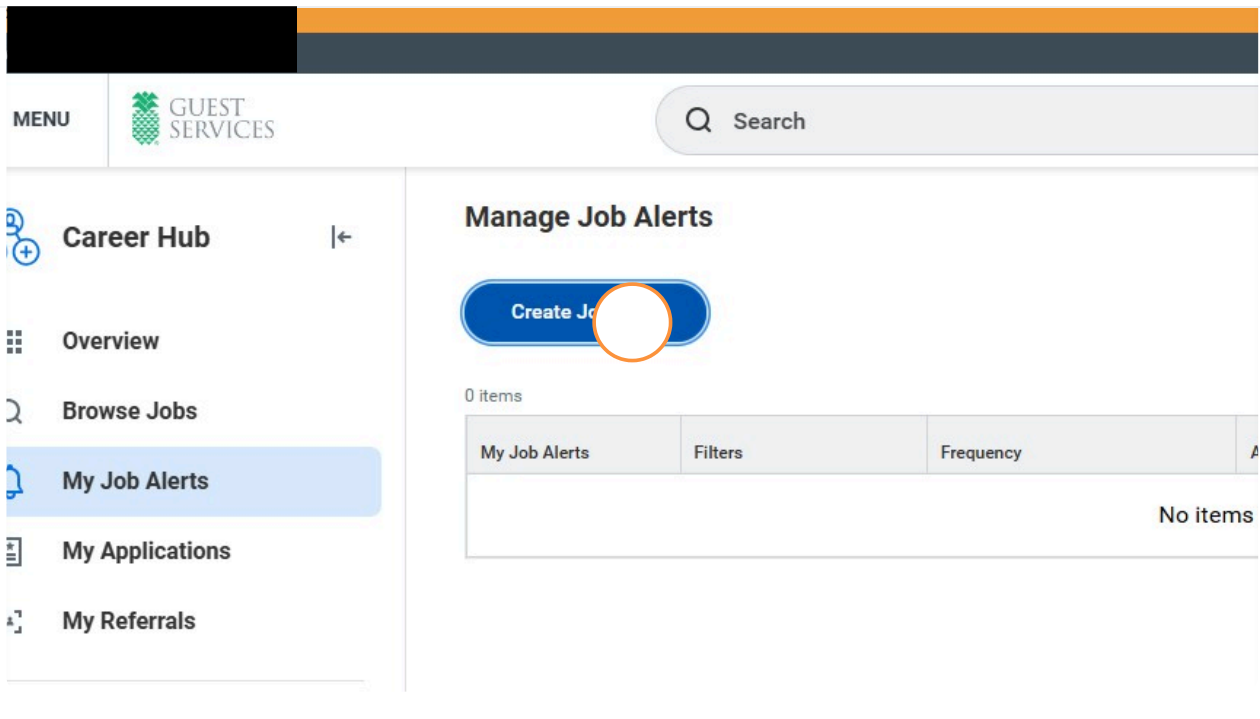
Compensation Amount 14.00 USD Hourly

Job Summary:...

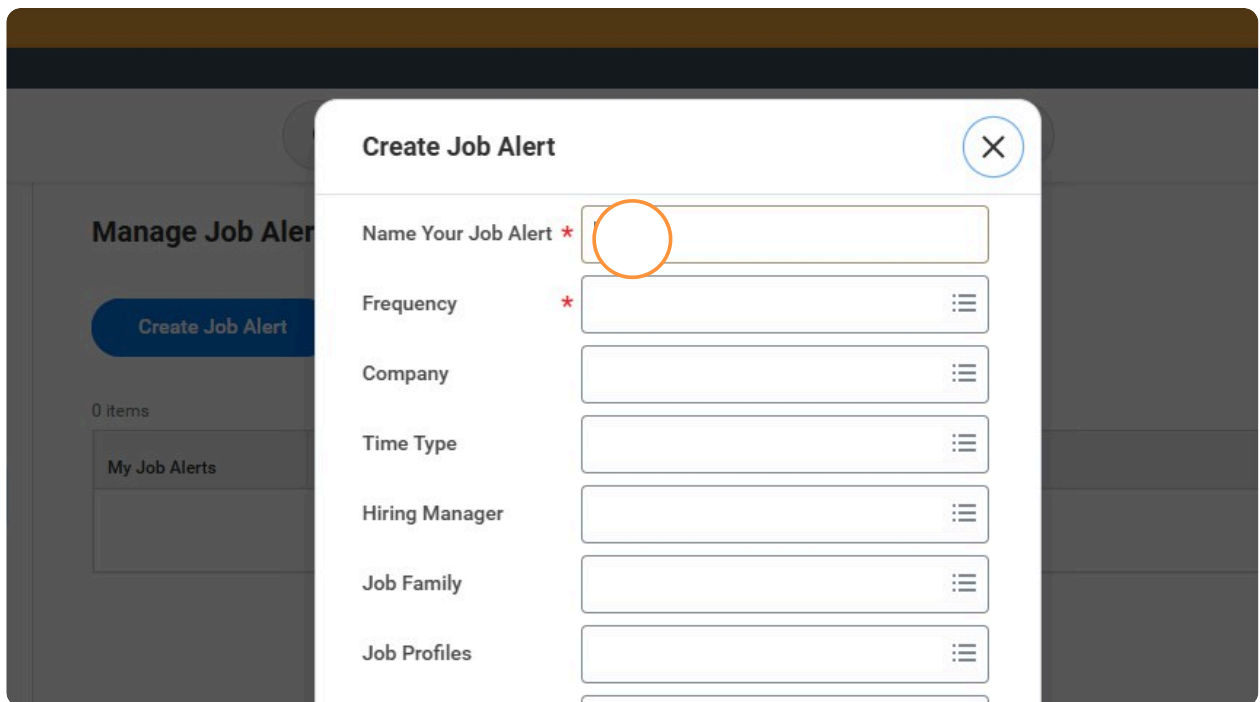
Flamingo, FL

Full time

Job Req ID: JR0073



- 10 Click the "Name Your Job Alert" field and type in a relevant name such as "Manager Jobs"



- 11 Click the "Frequency" field.



Manage Job Alerts

Create Job Alert

0 items

My Job Alerts

Name Your Job Alert * Manager Jobs

Frequency * Search

Company

Time Type

Hiring Manager

Job Family

Job Profiles

12 Select the frequency you'd like to receive updates.

Create Job Alert

Name Your Job Alert * Manager Jobs

Frequency * Search

Company

Time Type

Hiring Manager

Job Family

Job Profiles

Job Type

13 There are many ways to filter your preferences using the fields below. In this example, we are going to set a job profile preference. Click the "Job Profiles" field.

Create Job Alert

Frequency * x Weekly

Company

Time Type

Hiring Manager

Job Family

Job Profiles

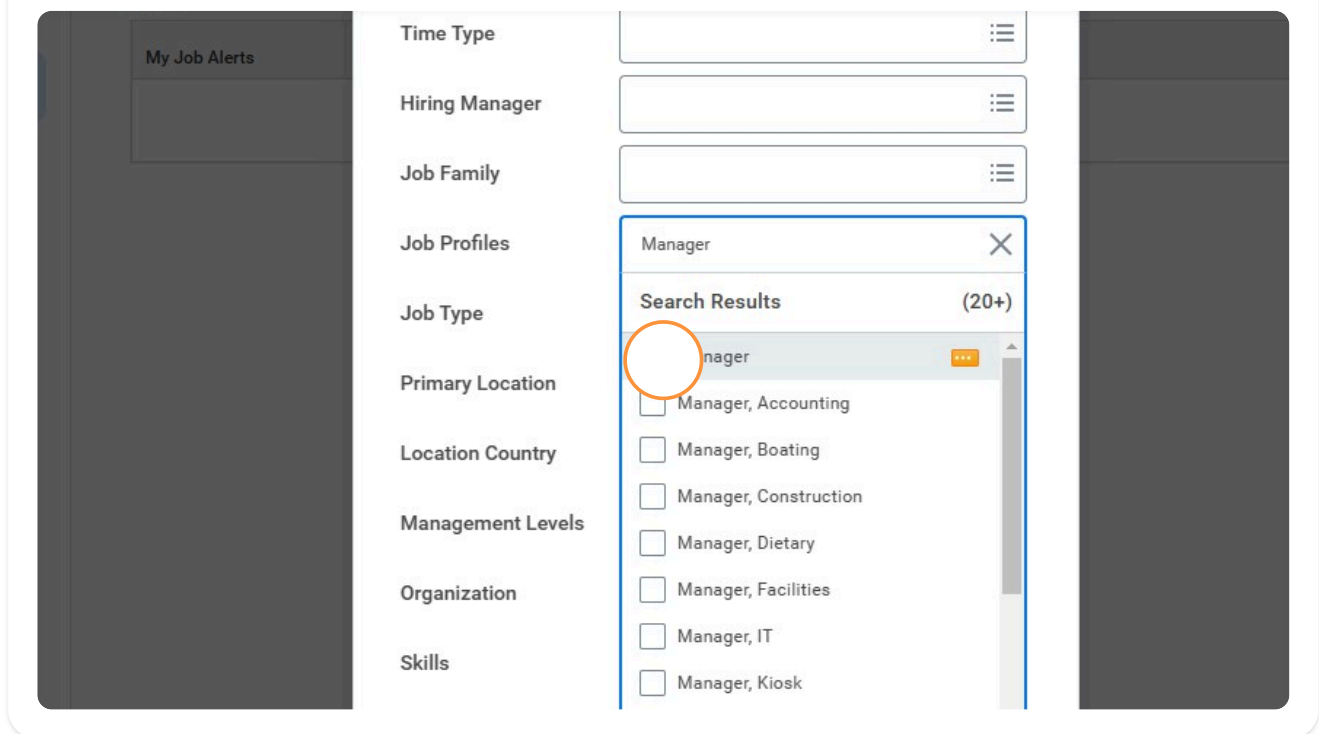


Primary Location

Location Country

Management Levels

- 14 Type the title of the job you want and select whichever job titles you want to be included in your notification.



My Job Alerts

Time Type

Hiring Manager

Job Family

Job Profiles

Job Type

Primary Location

Location Country

Management Levels

Organization

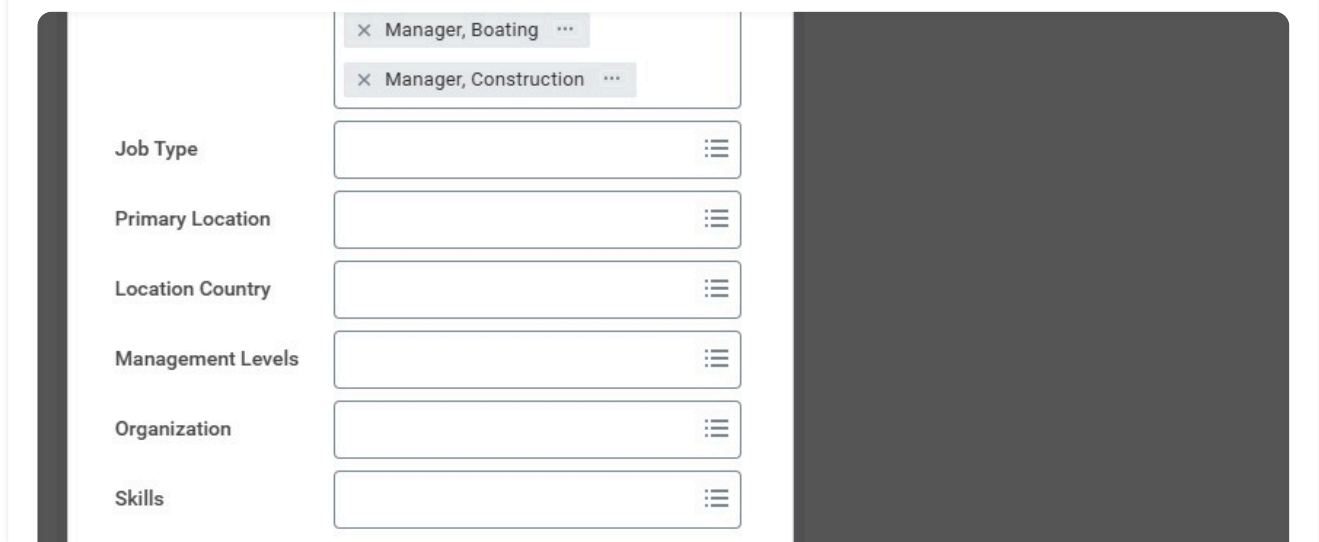
Skills

Manager

Search Results (20+)

- ☒ Manager
- ☐ Manager, Accounting
- ☐ Manager, Boating
- ☐ Manager, Construction
- ☐ Manager, Dietary
- ☐ Manager, Facilities
- ☐ Manager, IT
- ☐ Manager, Kiosk

- 15 Click "OK"



× Manager, Boating ...

× Manager, Construction ...

Job Type

Primary Location

Location Country

Management Levels

Organization

Skills

16 If you would like to edit or delete your alert at any time, click here:

Manage Job Alerts

The task was completed successfully.

Create Job Alert

1 item


My Job Alerts	Filters	Frequency	Actions
Manager Jobs	Manager, Construction, Manager, Boating, Manager	Weekly	Manage


17 You will be able to edit or delete the alert.


Frequency	Actions
Weekly	Manage


- Edit
- Delete


application. Click "My Applications"



Career Hub



Overview


Browse Jobs


My Job Alerts


My Applications


My Referrals


Suggested Links

Add Education


Manage Job Alerts


Create Job Alert


1 item


My Job Alerts	Filters
Manager Jobs	Manager, Construction, Manager, Boating, Manager


19 From this hub, you can also refer candidates to positions. Click "My Referrals"



Career Hub



Overview


Browse Jobs



My Job Alerts


My Applications


My Referrals


Suggested Links

Add Education



You do not have any referrals yet.

20 If you want to refer a candidate, click the "refer a candidate" button.





Career Hub



Overview



Browse Jobs



My Job Alerts



My Applications



My Referrals



Suggested Links

Add Education

Refer a Candidate



0

Active Referrals

To

My Referrals Leaderboard Points Breakdown

0 Items

				Refere
Candidate	Referred For	Referral Date	Comments	Job Application
No items available.				