Step by step Workday External Applicant Instructions

1. Click on “Sign In,” located on the top right of the TEEX Career site.

2. New Users select the “Create Account” option; existing users enter login credentials to access the applicant profile or “Forgot Password” to retrieve password.
3. Select “Search for Jobs” to view all employment opportunities. Previously submitted applications statuses will be listed under “My Applications.”
4. Once a position of interest is located, click on the title to review the position description. Select “Apply” or “Apply with LinkedIn” to initiate the application process.
5. New users can pick the “Quick Apply” option which allows the candidates to upload their resume to auto populate some areas of the employment application. Click “Next” to continue with the application process. Returning users will be prompted to use information from previous application and or upload a new resume.
6. If the “Quick Apply” feature was used at the beginning of the application process, please ensure the information was auto populated properly. If the “Quick Apply” feature was NOT used, please complete all *required fields. Click “Next” to continue with the application process.
Email Address

Phone

Country Phone Code *

United States of America (+1)

Phone Number *

Phone Extension

How Did You Hear About Us? *

select one

Have you ever previously been employed by the Texas A&M University System, including any of its campuses or agencies? *

- Yes
- No

Back Next
7. The “My Experience” section is the only area where required documents can be uploaded. Applications without the required documents, as requested on the job posting, will be considered incomplete. Do not process to the “Next” stop until ALL required documents are uploaded in this page. Up to five files may be uploaded.
   a. Review the “Work Experience” if auto populated from “Quick Apply”; otherwise, enter *required information. Click “Add” or “Remove” to edit experience, education, or skills fields.
8. Application questions and Additional Application Questions must be answered if marked with an asterisk. Click “Next” after each set of questions to continue with the application process.
Thank you for considering this opportunity with TSEEX. TSEEX strives to be an employer of choice and values your consideration of opportunities within our organization. Due to the COVID-19 pandemic, we are experiencing delays with our selection, interview, and hiring processes. We are continuing to accept applications for open positions and ask for your continued patience during this time.

Please answer the following questions related to this position.

If you are a current TSEEX employee in any capacity, or a TAMU system employee, please ensure that you apply for this opportunity via Workday’s Internal Career site.

Attaching a resume/cover letter as well as pertinent certifications will assist in thoroughly assessing your qualification for this role. Please attach these documents as applicable.

What is the highest level of education you have completed of the listed options? *

Select one

How many years of experience do you possess in maintenance or repair of gasoline or diesel-powered vehicles and equipment to include any combination of the following: Welding, plumbing and or basic electrical, heavy equipment operations using hand/power tools? *

Select one

Do you possess a valid Class C Driver’s License? *

Select one

In the space provided, please provide 3 professional references, one of which a current or former supervisor. Please include their Name, Telephone Number, Email Address, and their relation to you (i.e. Supervisor, Coworker, etc.).

What would be your approximate availability to begin employment in this position? *

Select one

Why are you interested in applying to this position and seeking employment in this role or with our organization? *
9. Voluntary Disclosures: You are NOT required to respond to the Voluntary Demographics questions; however, your response is important to meet federal and state reporting requirements.

   a. Terms and Conditions: Review the terms and conditions of the employment application and acknowledge by checking the certification statement. Click “Next.”
10. Self-Identify: Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. [1] To help us measure how well we are doing, we are asking you to tell us if you have a disability. Completing this form is completely VOLUNTARY. Click “Next” to continue with the application.
11. Review: This is the last step of prior to submission of the employment application. Review the information you entered to ensure accuracy of information. Scroll down to the bottom of the page to ensure the required documents were successfully submitted and listed under Resume.

   a. If the documents were not successfully uploaded click on “Back.” If application is completed, click “Submit.”

   b. Applications cannot be revised after they are submitted. Make sure your application is complete.