INTERNAL APPLICATION GUIDE

1. Login to your **Single Sign On (SSO)** Account by providing your login credentials.

**IMPORTANT NOTE:** If you are an External Applicant (New to TAMUG/TAMUS System, Previously Worked for TAMUG/TAMUS system and no longer active in the system), please STOP and return to the Main Careers Website for information on applying as an External Applicant.
2. Select the “**Workday**” tab from Single Sign On (SSO) Menu.

3. Select the “**Career**” icon from your Workday dashboard.

4. Select the “**Find Jobs – Internal Career Site**” icon to search available employment opportunities.
Once you find the position of interest, select the position title. You will then select the “Apply” button on the screen.

**NOTE:** You may limit your search to Texas A&M University Galveston or to the System Member(s) of choice by checking the appropriate boxes.
6. Click “Go to your profile” to make any changes or updates to the application via your Worker Profile.
7. Once you have been re-directed to your Worker Profile, your **Education**, **Job History** and **Skills** can be updated on this screen that will automatically migrate over to your application.

**IMPORTANT NOTE:** If no information is specified here, you will submit an application with no information.

8. After you have made the necessary updates/changes, select the “**Cloud**” icon (located at the top right corner of the screen).

9. Then, select “**Home**” from the drop-down menu options.

10. **Repeat Steps 2-5** to return to the application screen for the position of interest.
11. Once you have returned to the application screen, all attachments will need to be uploaded in this section of the application. Please reference the job announcement for documents that are considered required for applying.

**NOTE:** Although the attachment field is labeled Resume/Cover Letter. Multiple attachments can be added to this area (i.e. Reference List, Teaching Philosophy, Research Statement, etc.)
12. These are additional questions that are federally required to be answered by the applicant.
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13. Additional Application Questions related to the qualifications of the job will be asked on the application. An asterisk is indicated where responses are required.

How much related experience do you have? (Required)

- None
- Less than three years
- 3 - 5 years
- 5 + years

IMPORTANT NOTE: Review all information and attachments provided on this screen and make any necessary changes needed at this time. No revisions can be made once the submit button has been selected.