

Workday Careers Job Aid

Applying to a Job via Workday

Overview

This job aid walks you through applying for a job through Workday's careers site. The example used here is the Principal Payroll Functional Consultant role (USA, GA, Atlanta), found through Workday's Sunny chat assistant. Next, the example will take you through the following application flow: find a role, sign in, fill in your information, answer the application questions, complete the voluntary and self-identification sections, and finally review and submit.

What you will do

- Open the Workday careers page and use the Sunny chat assistant to find a role.
- Open the role and start an application.
- Sign in to your candidate account (or create one if you do not have one).
- Fill in My Information, My Experience, Application Questions, Voluntary Disclosures, and Self Identify sections.
- Review every section on the Review page and click Submit.

Before you start, you will need

- A modern web browser (Chrome, Edge, Safari, or Firefox).
 - Roughly 15–20 minutes of uninterrupted time.
 - A valid email address — you will need it to sign in or create an account.
 - Your basic work history (at least one job title, employer, location, and start date).
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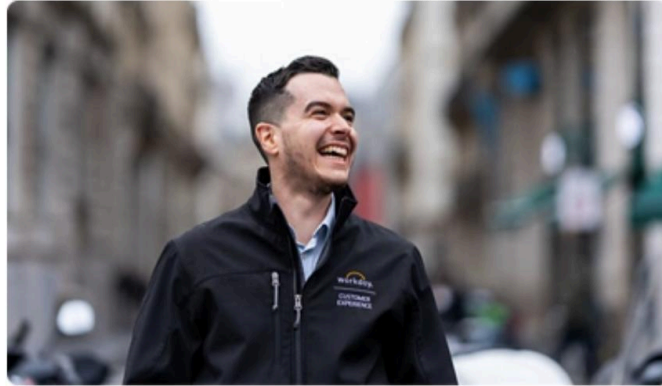
Step 1 — Open the Workday careers page

1. In your browser, go to <https://www.workday.com/en-sg/company/careers/overview.html>.
2. The "Workday Careers" page loads. You will see the headline "Your work days are brighter here." and an Explore Jobs button.

WORKDAY CAREERS

**Your work days
are brighter here.**

Explore Jobs

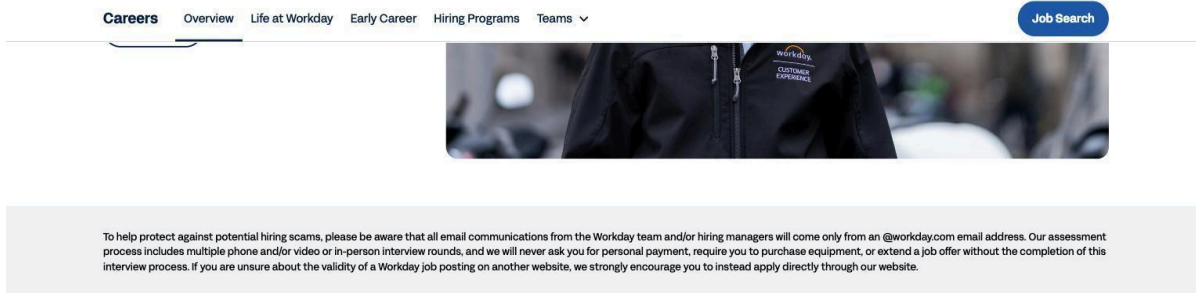


To help protect against potential hiring scams, please be aware that all email communications from the Workday team and/or hiring managers will come only from an @workday.com email address. Our assessment process includes multiple phone and/or video or in-person interview rounds, and we will never ask you for personal payment, require you to purchase equipment, or extend a job offer without the completion of this interview process.

The Workday Careers landing page.

Step 2 — Find a job using the Sunny chat assistant

1. Scroll down the Careers page until you see Sunny, the small yellow sun icon in the bottom-right corner of the screen. Click it to open the chat.
2. In the chat input field, type a description of what you are looking for, for example: "I'm looking for a Functional Consultant job in the United States." Then press Enter or click the send arrow.



To help protect against potential hiring scams, please be aware that all email communications from the Workday team and/or hiring managers will come only from an @workday.com email address. Our assessment process includes multiple phone and/or video or in-person interview rounds, and we will never ask you for personal payment, require you to purchase equipment, or extend a job offer without the completion of this interview process. If you are unsure about the validity of a Workday job posting on another website, we strongly encourage you to instead apply directly through our website.



WHY WORKDAY

Shine with us.

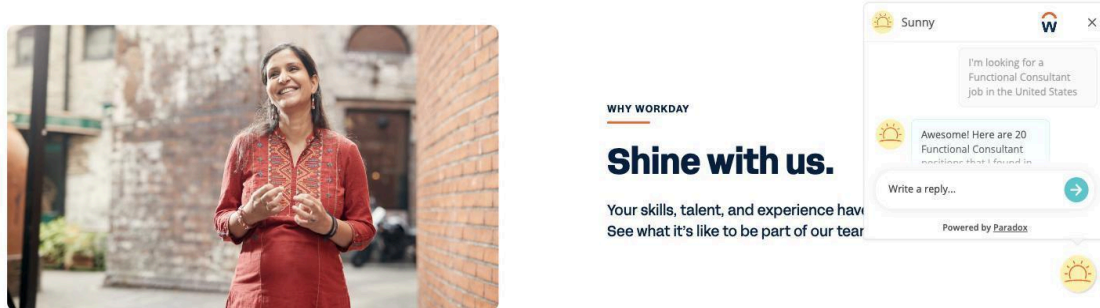
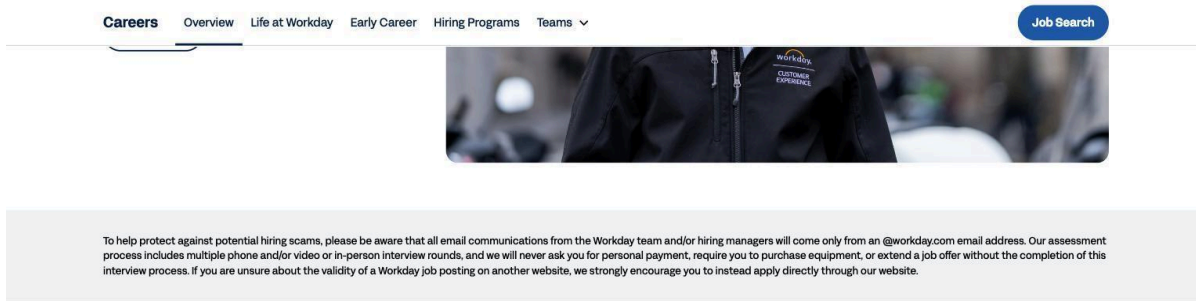
Your skills, talent, and experience have
See what it's like to be part of our team



Type your job search into Sunny and press Enter.

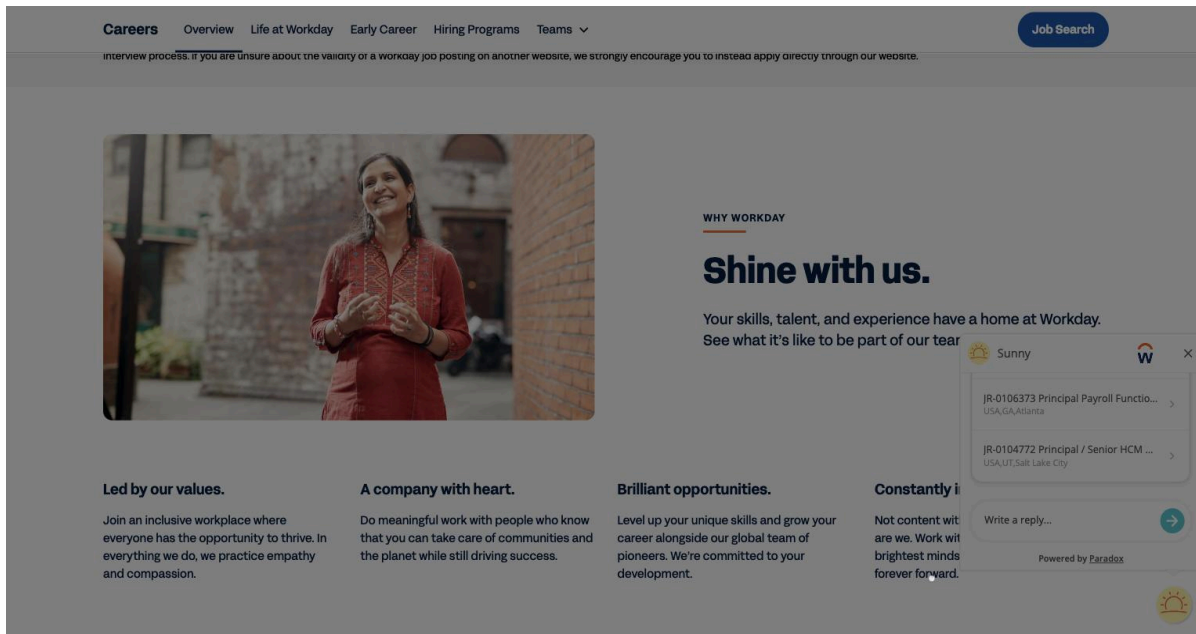
3.

Sunny replies with how many matching positions it found and starts listing them.



Sunny confirms it found roles that match your search.

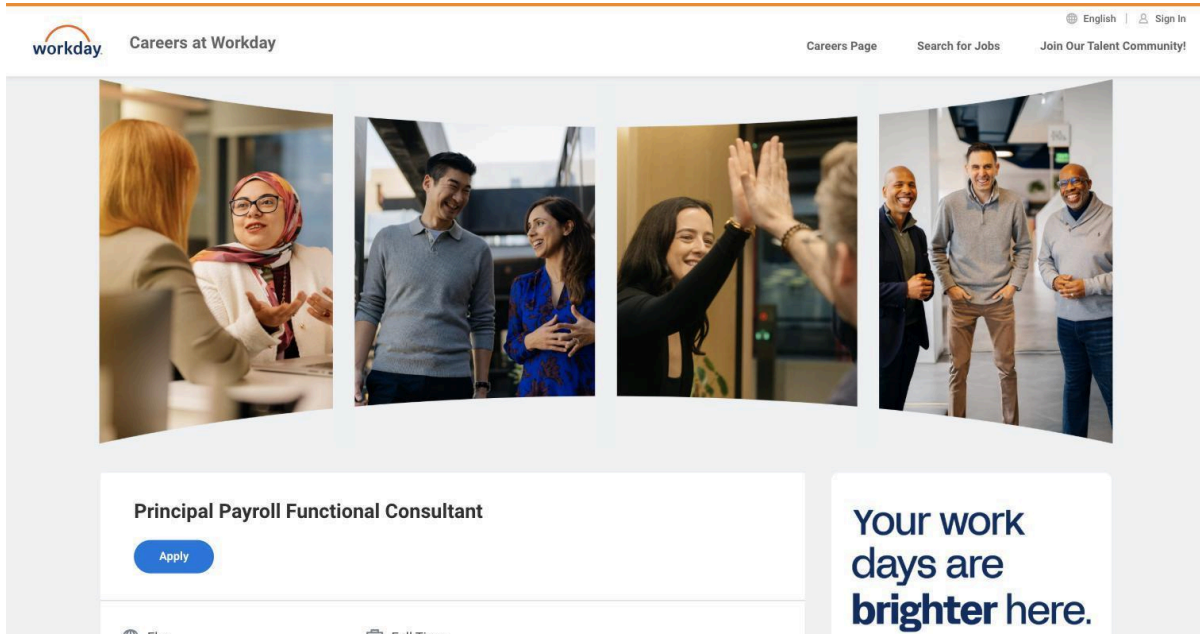
4. Scroll to see the list of jobs. Pick one that interests you. In this example we chose JR-0106373 Principal Payroll Functional Consultant in USA, GA, Atlanta. Click the row to open the role.



Job results from Sunny — click the role you want to apply for.

Step 3 — Open the role and click Apply

1. The job listing page opens with the job title, location, and an Apply button.
3. Click the blue Apply button under the job title.

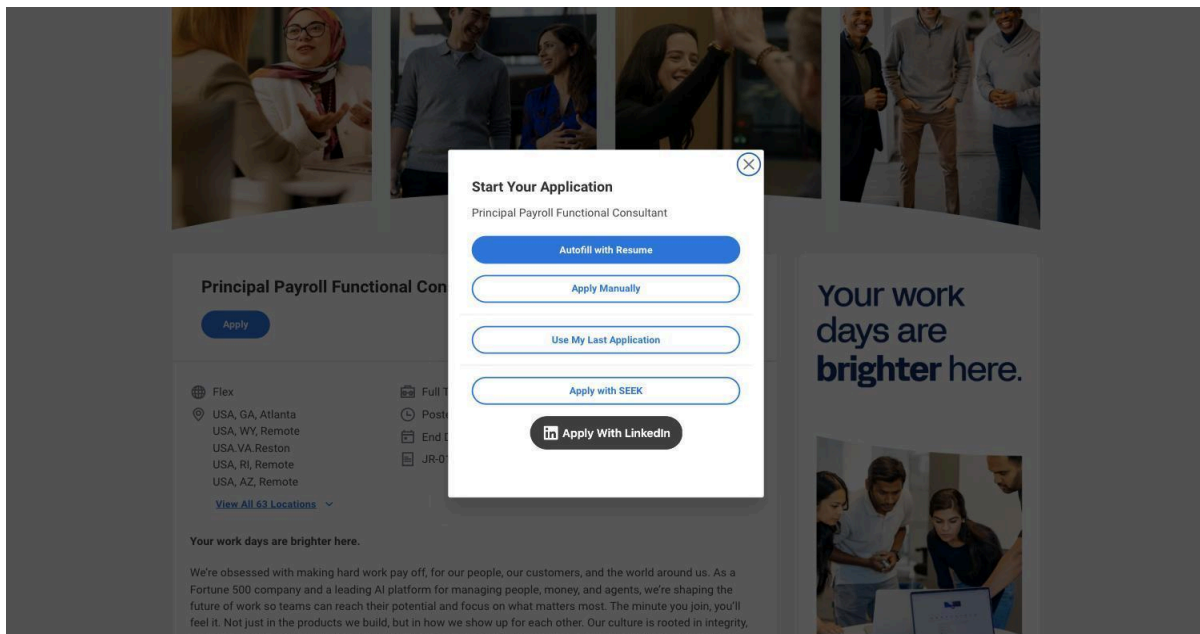


The job listing page — click Apply.

Step 4 — Choose Apply Manually

A "Start Your Application" dialog appears with several options. You can autofill from a resume, sign in with LinkedIn or SEEK, reuse an old application, or apply manually.

In this example, we chose to Click Apply Manually.

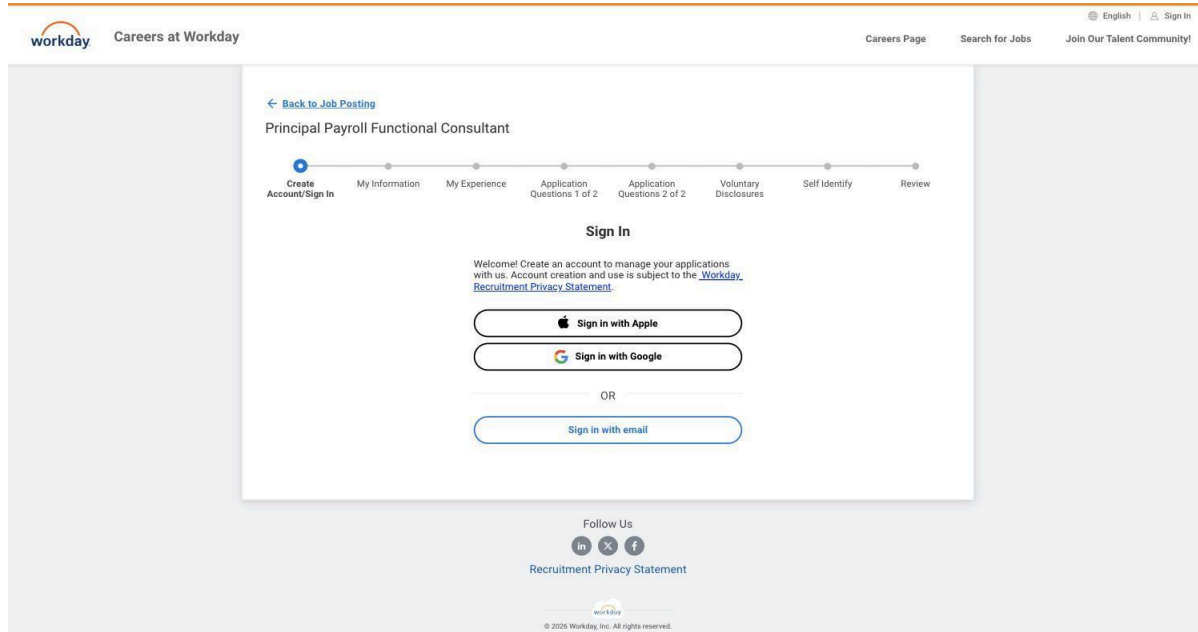


Step 5 — Sign in (or create an account)

Workday now asks you to sign in. You can:

- Sign in with Apple.
- Sign in with Google.
- Sign in with email — use this if you already created a Workday Candidate account, or to create a new one.

In this example, we chose Click Sign in with email. Either sign in with your existing credentials or follow the prompts to create a new account. Once signed in, the application form opens.



The Sign In screen — use the option that matches how you registered.

Step 6 — Fill in My Information

After signing in you land on the My Information page. The progress bar at the top shows the seven sections of the application: My Information, My Experience, Application Questions 1 of 2, Application Questions 2 of 2, Voluntary Disclosures, Self Identify, and Review.

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Principal Payroll Functional Consultant

My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Self Identify Review

My Information

* Indicates a required field

How Did You Hear About Us? *

Have you previously worked for or are you currently working for Workday as an employee or contractor? *

Yes

No

Country / Territory *

Singapore

Legal Name

[Save and Continue](#)

My Information — the empty form on first load.

6a. How Did You Hear About Us?

1. Click the field under "How Did You Hear About Us?" and choose any option that fits, for example Social Media.

6b. Workday history

Under "Have you previously worked for or are you currently working for Workday as an employee or contractor?", choose Yes or No. For most candidates this is No.

6c. Country / Territory

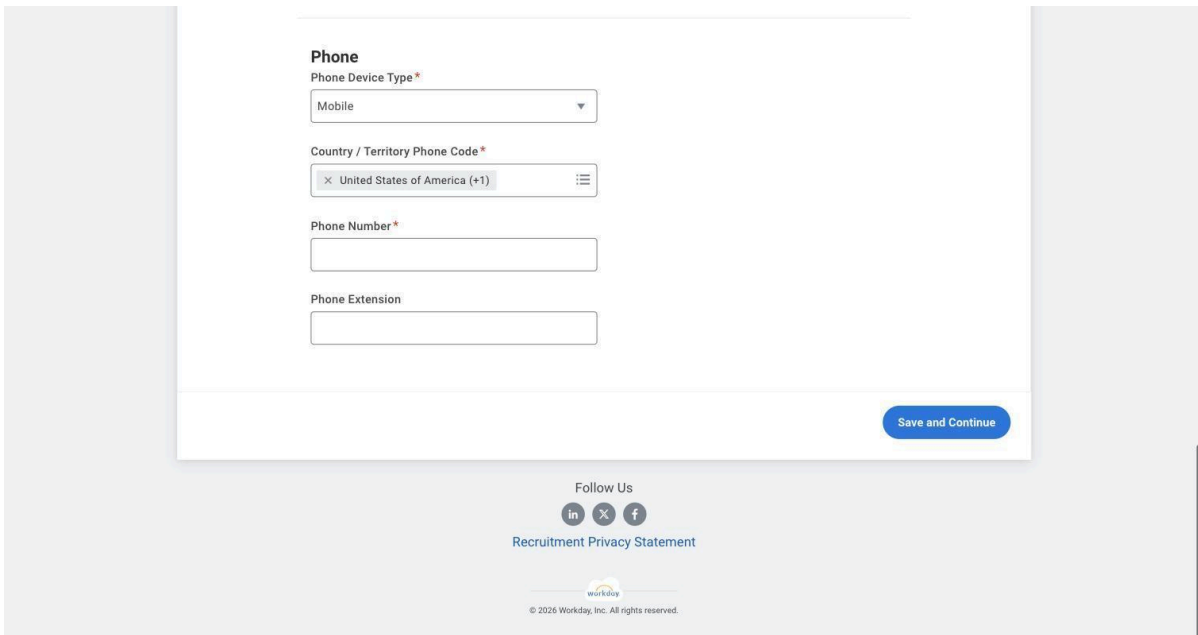
1. The Country / Territory field defaults to whichever country your browser shows. Click the dropdown to open the country picker.
2. Select the country where you live. For a US-based role, choose United States of America.

6d. Legal Name and Address

Scroll down and fill in the required fields marked with a red asterisk: First Name, Last Name, Address Line 1, City, State, and Postal Code. Workday auto-formats these based on the country you picked above.

6e. Phone

Continue to the Phone section and enter at least your phone type (Mobile, Home, etc.) and phone number. Country code defaults to your selected country.

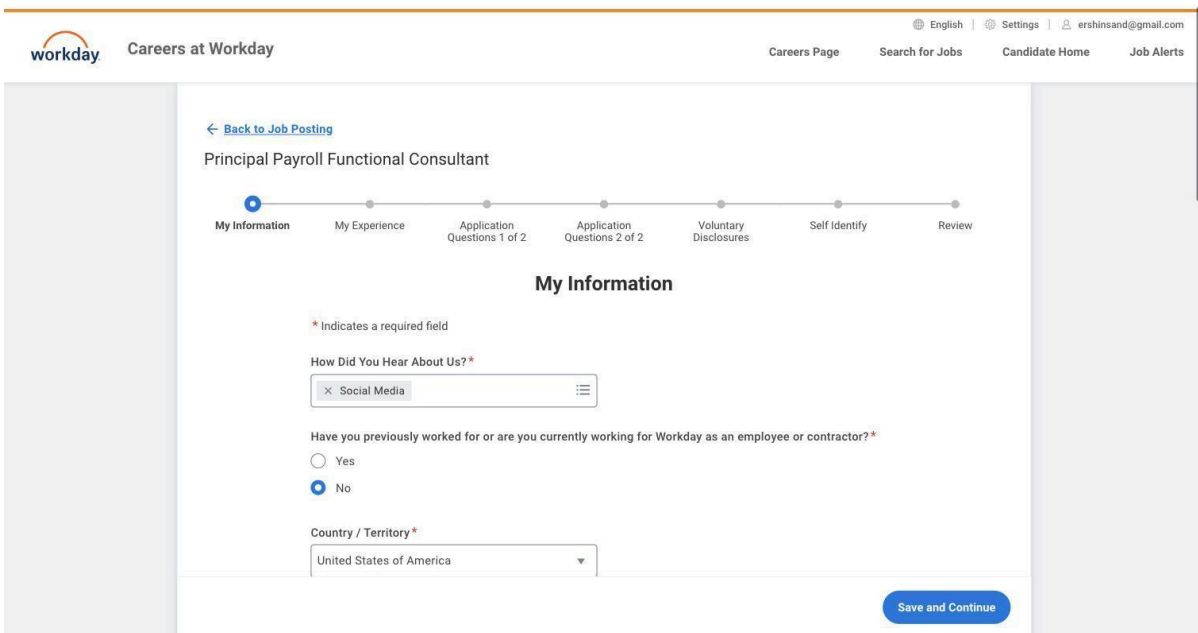


The screenshot shows the 'Phone' section of a user's profile. It includes a dropdown menu for 'Phone Device Type' with 'Mobile' selected, a dropdown for 'Country / Territory Phone Code' with 'United States of America (+1)' selected, and two text input fields for 'Phone Number' and 'Phone Extension'. A blue 'Save and Continue' button is located at the bottom right. Below the form are social media icons for LinkedIn, X, and Facebook, a link to the 'Recruitment Privacy Statement', and the Workday logo with the copyright notice '© 2026 Workday, Inc. All rights reserved.'

The Phone section of My Information.

6f. Save and continue

Once every required field has a value, the Save and Continue button at the bottom-right turns blue. Click Save and Continue.



The screenshot shows the 'My Information' section of a user's profile. It includes a progress bar with steps: 'My Information', 'My Experience', 'Application Questions 1 of 2', 'Application Questions 2 of 2', 'Voluntary Disclosures', 'Self Identify', and 'Review'. The 'My Information' step is currently active. Below the progress bar, there is a legend indicating that an asterisk (*) denotes a required field. The form contains three fields: 'How Did You Hear About Us?' with 'Social Media' selected, 'Have you previously worked for or are you currently working for Workday as an employee or contractor?' with 'No' selected, and 'Country / Territory' with 'United States of America' selected. A blue 'Save and Continue' button is located at the bottom right. The top of the page shows the Workday logo, 'Careers at Workday', and navigation links for 'Careers Page', 'Search for Jobs', 'Candidate Home', and 'Job Alerts'.

My Information completed — ready to save and continue.

Step 7 — Fill in My Experience

The My Experience page asks for your Work Experience and (optionally) Education, Certifications, Skills, Resume, and Websites. At minimum, add one Work Experience entry.

workday [Careers at Workday](#) [Careers Page](#) [Search for Jobs](#) [Calculate Home](#) [Job Alerts](#)

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Principal Payroll Functional Consultant

My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Self Identify Review

My Experience

* Indicates a required field

Work Experience

[Add](#)

Education

[Add](#)

[Back](#) [Save and Continue](#)

My Experience — click Add under Work Experience to start.

7a. Add a Work Experience entry

1. Click Add under Work Experience.
2. Enter your Job Title (for example, Senior Payroll Analyst).
3. Enter your Company (for example, Acme Corp).
4. Enter your Location (for example, Atlanta, GA).
5. If this is your current job, check "I currently work here". Then enter the From date in MM/YYYY format (for example, 06/2022).

7b. Optional sections

You can also add Education, Certifications, Skills, Resume/CV, Websites, or Social Network URLs. None of these are required to continue, but they make a stronger application. When you are ready, click Save and Continue.

Step 8 — Application Questions 1 of 2

This page asks role-specific questions — for example, whether you would relocate, whether you currently use Workday, and your work authorization status. Each question has a red asterisk if it is required.

8a. Answer each dropdown

1. Click the first dropdown ("Would you consider relocating for this role?") and pick the answer that fits you. The options are usually "I am local to where the job is posted", "Yes, I would consider relocating for this role", or "No, I am not able to relocate for this role".

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Principal Payroll Functional Consultant

My Information My Experience **Application Questions 1 of 2** Application Questions 2 of 2 Voluntary Disclosures Self Identify Review

Application Questions 1 of 2

* Indicates a required field

Would you consider relocating for this role?*

Select One

Select One

I am local to where the job is posted

Yes, I would consider relocating for this role

No, I am not able to relocate for this role

on restrictions at your current or most recent

In your current job, do you use or work on the Workday system?*

Select One

Are you authorized to work in the country where this job is located?*

Select One

Back Save and Continue

Application Questions 1 of 2 — the relocation dropdown is open.

2. Continue down the page and answer every other required dropdown. Common questions cover Workday-system experience, work authorization, sponsorship, non-compete restrictions, and current/former Workday employment.

8b. Acknowledgement

At the bottom of the page is a long acknowledgement that says you have answered the questions truthfully. Read it, then under "NOTE: Workday will not consider any applications with 'No' selected" choose Yes from the dropdown.

Click Save and Continue.

Step 9 — Application Questions 2 of 2

This page asks you to agree to two legal documents — the Workday Non Disclosure Agreement and the Mutual Arbitration Agreement — and to type your name and today's date.

9a. Non Disclosure Agreement

1. Click the Workday Non Disclosure Agreement link and read the document.
2. Return to the application and open the dropdown under "Have you read and agree to the Non Disclosure Agreement?".

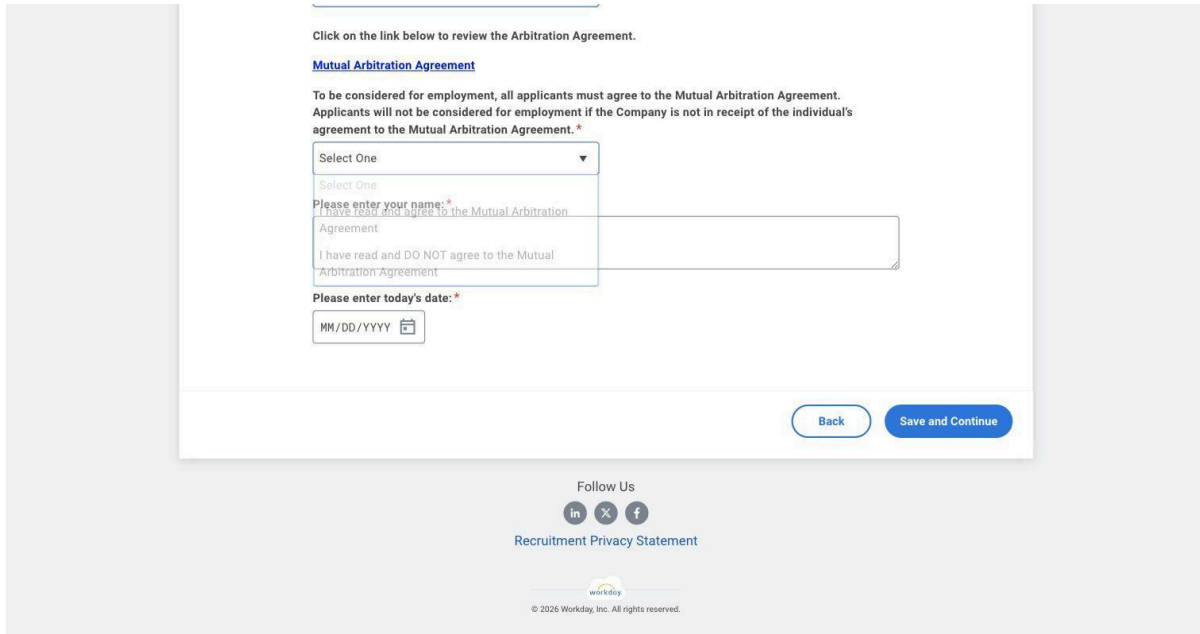
The screenshot shows the Workday application interface. At the top, there's a navigation bar with the Workday logo, 'Careers at Workday', and links for 'English', 'Settings', and 'ershinsand@gmail.com'. Below this, there are links for 'Careers Page', 'Search for Jobs', 'Candidate Home', and 'Job Alerts'. The main content area is titled 'Principal Payroll Functional Consultant' and features a progress bar with seven steps: 'My Information', 'My Experience', 'Application Questions 1 of 2', 'Application Questions 2 of 2' (the current step), 'Voluntary Disclosures', 'Self Identify', and 'Review'. The current step is titled 'Application Questions 2 of 2'. Below the title, there's a note: '* Indicates a required field'. Then, it says 'Click on the link below to review the Non Disclosure Agreement.' followed by a blue link: '[Workday Non Disclosure Agreement](#)'. Below that is the question: 'Have you read and agree to the Non Disclosure Agreement?'. A note follows: '(NOTE: Workday will not consider any applications with "DO NOT agree" selected.)*'. There is a dropdown menu with 'Select One' selected. The dropdown is open, showing three options: 'Select One', 'I have read and agree to the Non Disclosure Agreement', and 'I have read and DO NOT agree to the Non Disclosure Agreement'. At the bottom right, there are two buttons: 'Back' and 'Save and Continue'.

Open the Non Disclosure Agreement dropdown.

3. Select "I have read and agree to the Non Disclosure Agreement". (NOTE: choosing "DO NOT agree" will prevent your application from being considered.)

9b. Mutual Arbitration Agreement

1. Click the Mutual Arbitration Agreement link and read the document.
2. Open the next dropdown and select "I have read and agree to the Mutual Arbitration Agreement".



The screenshot shows a web form for the Mutual Arbitration Agreement. At the top, it says "Click on the link below to review the Arbitration Agreement." followed by a blue link "Mutual Arbitration Agreement". Below this, a notice states: "To be considered for employment, all applicants must agree to the Mutual Arbitration Agreement. Applicants will not be considered for employment if the Company is not in receipt of the individual's agreement to the Mutual Arbitration Agreement.*". The form contains a dropdown menu labeled "Select One" with a downward arrow. Below the dropdown is a text input field with the label "Please enter your name:*" and a placeholder "I have read and agree to the Mutual Arbitration Agreement". Below the name field is another text input field with the label "Please enter today's date:*" and a placeholder "MM/DD/YYYY" next to a calendar icon. At the bottom right of the form are two buttons: "Back" and "Save and Continue". Below the form, there are social media icons for LinkedIn, X, and Facebook, followed by a link for "Recruitment Privacy Statement" and the Workday logo with the text "© 2026 Workday, Inc. All rights reserved."

Open the Mutual Arbitration Agreement dropdown and choose the agree option.

9c. Name and date

1. In the "Please enter your name" box, type your full legal name (for example, Amy Smith).
2. In the "Please enter today's date" field, click the leftmost segment and type today's date as eight digits (MMDDYYYY). For example, for April 25, 2026 type 04252026 — the slashes are inserted automatically.
3. Click Save and Continue.

Step 10 — Voluntary Disclosures

This page collects optional U.S. Equal Employment Opportunity information — Gender, Ethnicity, and Veterans Status. You can answer each one or leave it blank.

workday Careers at Workday English | Settings | ershinsand@gmail.com
Careers Page Search for Jobs Candidate Home Job Alerts

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Principal Payroll Functional Consultant

My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 **Voluntary Disclosures** Self Identify Review

Voluntary Disclosures

* Indicates a required field

U.S. Equal Opportunity Employment Information (Completion is Voluntary)
Workday values all forms of diversity and is subject to certain nondiscrimination and affirmative action record keeping and reporting requirements which require us to invite candidates to self-identify their gender and race/ethnicity. The information obtained will be kept confidential and will only be used to further our Belonging & Diversity efforts in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

As Workday expands into the federal market we are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA), which requires Workday to take affirmative action to employ and advance the following protected veterans:

- Disabled Veterans: any veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation)

[Back](#) [Save and Continue](#)

Voluntary Disclosures — every individual question is optional.

10a. (Optional) answer the EEO questions

Use the Gender, Ethnicity, and Veterans Status dropdowns if you choose to answer. If you prefer not to disclose, leave them blank.

10b. Acknowledge the Recruitment Privacy Statement and VIBE Philosophy

Scroll to the bottom of the page. Tick the checkbox next to "I acknowledge Workday's Recruitment Privacy Statement and VIBE Philosophy" — this one is required.

Click Save and Continue.

Step 11 — Self Identify

This page is the U.S. federal Voluntary Self-Identification of Disability form (CC-305).

The screenshot shows the 'Self Identify' step in a Workday application process. At the top, there is a navigation bar with the Workday logo, 'Careers at Workday', and links for 'English', 'Settings', and 'ershinsand@gmail.com'. Below the navigation bar, there are links for 'Careers Page', 'Search for Jobs', 'Candidate Home', and 'Job Alerts'. The main content area features a progress bar with seven steps: 'My Information', 'My Experience', 'Application Questions 1 of 2', 'Application Questions 2 of 2', 'Voluntary Disclosures', 'Self Identify', and 'Review'. The 'Self Identify' step is currently active. Below the progress bar, the title 'Self Identify' is displayed. A note indicates that an asterisk (*) denotes a required field. The 'Language' dropdown menu is set to 'English'. Below this, the 'Voluntary Self-Identification of Disability' form is shown, including the form number 'CC-305' and the OMB Control Number '1250-0005'. At the bottom of the form, there are 'Back' and 'Save and Continue' buttons.

Self Identify — Language defaults to English.

11a. Disability response

Scroll to "Please check one of the boxes below" and pick exactly one option.

The screenshot shows the 'Disability response' section of the application form. It lists several categories of disabilities with bullet points: 'mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports', 'Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)', 'Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities', 'Partial or complete paralysis (any cause)', 'Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema', 'Short stature (dwarfism)', and 'Traumatic brain injury'. Below the list, there is a section titled 'Please check one of the boxes below: *' with three radio button options: 'Yes, I have a disability, or have had one in the past', 'No, I do not have a disability and have not had one in the past', and 'I do not want to answer'. The 'I do not want to answer' option is selected. Below the radio buttons, there is a 'PUBLIC BURDEN STATEMENT' which states: 'According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.' At the bottom of the form, there are 'Back' and 'Save and Continue' buttons. Below the form, there is a 'Follow Us' section with icons for LinkedIn, X, and Facebook, and a link to the 'Recruitment Privacy Statement'. The Workday logo and copyright information '© 2026 Workday, Inc. All rights reserved.' are at the very bottom.

Pick one of the three boxes — in this example, "I do not want to answer".

11b. Name and date

1. In the Name field, type your full legal name.
2. In the Date field, click the leftmost segment and type today's date as eight digits (MMDDYYYY). For April 25, 2026 type 04252026.
3. Click Save and Continue.

Tip — if you see "Errors Found"

If Workday shows an "Errors Found" box at the top of the page after you click Save and Continue, click each error link to jump to the empty field and complete it. The most common errors here are missing Name or Date.

The screenshot shows the Workday 'Careers at Workday' interface. At the top, there is a navigation bar with the Workday logo, 'Careers at Workday', and links for 'English', 'Settings', and the user email 'ershinsand@gmail.com'. Below this are links for 'Careers Page', 'Search for Jobs', 'Candidate Home', and 'Job Alerts'. The main content area shows a progress bar for 'Principal Payroll Functional Consultant' with steps: 'My Information', 'My Experience', 'Application Questions 1 of 2', 'Application Questions 2 of 2', 'Voluntary Disclosures', 'Self Identify', and 'Review'. The 'Self Identify' step is currently active. Below the progress bar, there is a section titled 'Self Identify' with a note '* Indicates a required field'. A red-bordered box titled 'Errors Found' contains two error messages: '1. Error - Name: The field Name is required and must have a value.' and '2. Error - Date: The field Date is required and must have a value.'. Below the errors, there is a 'Language*' field. At the bottom right, there are 'Back' and 'Save and Continue' buttons.

A typical "Errors Found" box — click each link to fix the field.

Step 12 — Review and submit

On the Review page, every step in the progress bar is checked, and Workday displays everything you entered grouped by section.

workday Careers at Workday English | Settings | ershinsand@gmail.com
Careers Page Search for Jobs Candidate Home Job Alerts

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Principal Payroll Functional Consultant

My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Self Identify Review

Review

My Information

How Did You Hear About Us?
Social Media

Have you previously worked for or are you currently working for Workday as an employee or contractor?
No

Legal Name
Amy Smith

Back Submit

Review page — the top of the My Information summary.

12a. Read every section

Scroll all the way down through:

- My Information — your name, address, phone, and how you heard about Workday.
- My Experience — work history, education, certifications, skills, resume, websites.
- Application Questions 1 of 2 — your dropdown answers and the truthfulness acknowledgement.
- Application Questions 2 of 2 — your NDA and Arbitration agreements, name, and date.
- Voluntary Disclosures — EEO answers (or blank) and the VIBE acknowledgement.
- Self Identify — disability response, name, and date.

12b. Fix anything that looks wrong

If a field needs a change, click Back at the bottom of the page to step backward through the application. Each section keeps the data you already entered, so you only need to update what is wrong before stepping forward again.

12c. Submit

Once you are satisfied that every section is correct, click Submit at the bottom-right of the Review page. Workday confirms that your application has been received.

Step 13 — Checking you have submitted

- You will receive a confirmation page (or email) acknowledging your submission for the role.
- Your application now appears in your Candidate Home under "My Applications".
- All seven progress dots in the application were checked before you clicked Submit.

Tips and troubleshooting

- You can stop at any time. Each Save and Continue button saves your progress to your candidate account, and you can resume later from Candidate Home.
- If a date field shows extra slashes after you type, triple-click the field to select everything, press Backspace to clear it, then click the leftmost segment and type the date as eight digits with no slashes (MMDDYYYY).
- If a dropdown closes without saving, click it again — Workday occasionally needs a second click before the menu stays open.
- A red asterisk (*) marks a required field. The Save and Continue button stays grey until every required field on the page has a value.
- You can switch the page language using the English link at the top of the application header.
- Need to come back later? Use the Candidate Home link in the header. Your in-progress applications are listed there.