

# Workday Recruiting for External Applicants

Audience: External Applicants (non-Town of Whitby Employees)



## Introduction

In Whitby, we are dedicated to our work, our community, and each other. We work hard, we have fun, and we celebrate our successes.

Whitby has an exciting and aspiring future, with a community that is welcoming, growing and transforming. On our team, you can expect to make a difference through your work and have a direct impact on shaping our growing community. Creating an inclusive environment where employees experience job satisfaction and have rewarding careers is important to us. We live our values and foster a culture of collaboration, accountability, respect and engagement where people enjoy coming to work.

**Town of Whitby Employees should not submit job applications through the external Town of Whitby Career site. If you are currently employed by the Town of Whitby, please go to the Job Hubs app in your Workday account to submit your application.**

This document outlines an external applicant's steps in the processes listed below.

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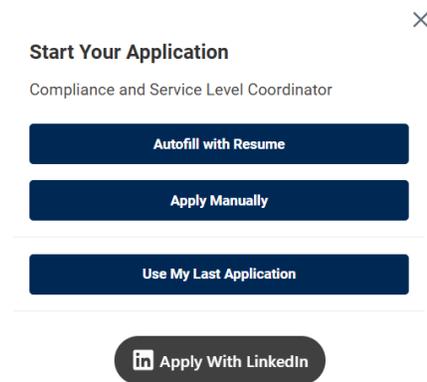


## Create a Candidate Home Account

The first time you apply for a job at Town of Whitby, you are required to create a Candidate Home account.

To create a Candidate Home account:

1. Locate the job that you wish to apply for and click **Apply**.
2. When the Start Your Application screen appears, select one of the following:
  - a. **Autofill with Resume** to automatically populate job application fields with information from your resume.
  - b. **Apply Manually** to complete the job application fields manually.
  - c. Click **Use My Last Application** to automatically populate a job application using a previous job application
  - d. Alternatively, pull your work history and experience from LinkedIn by clicking **Apply With LinkedIn**, logging in with your LinkedIn credentials and granting permissions to the site.



3. When the Sign In page displays, click **Create Account** and enter your email address and a password that complies with the rules on the following page.

A screenshot of the "Sign In" page. The title "Sign In" is centered at the top. Below it are two input fields: "Email Address" and "Password". A dark blue "Sign In" button is positioned below the password field. At the bottom, there are two links: "Don't have an account yet? [Create Account](#)" and "[Forgot your password?](#)".

### Password Requirements:

- A special character
- A lowercase character
- An uppercase character
- A minimum of 8 characters
- An alphabetic character
- A numeric character

4. Click the **Create Account** button.

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## Join Our Talent Network

Are you interested in joining the Town of Whitby team as a staff member but cannot identify a current opportunity that aligns with your interests, background and experience? Take the next step and introduce yourself to the Town of Whitby Human Resources team by joining our talent network.

Our recruitment team will have access to your profile for future job openings. We are routinely posting new job opportunities. Please check our Careers page often to search and apply for opportunities that fit your interests and qualifications.

From the Town of Whitby Career Site homepage, click **Join Our Talent Network**.

1. Complete all required fields.
2. Click Select file to upload your Resume or CV.
3. Click **Submit**.

## Creating a Job Alert

Job Alerts is a Talent Management tool that you to set an alert in Workday to be notified when a position that matches their interests is posted to the Town of Whitby Career site. You must opt-in to receive job alerts (see Opting In instructions below).

To create a Job Alert:

1. Log in to your Candidate Home account.
2. Click on the Job Alerts link located in the upper right corner of your screen.
3. Click the Create Job Alert button.
  - **Name Your Job Alert\* (Required):** Enter a name that describes the job alert.
  - **Frequency\* (Required):** Select how often you would like to receive a job alert.
    - Daily job alert notifications are sent out at 4 a.m. EST.
    - Weekly job alert notifications are sent out at 9 a.m. EST each Saturday.

### Create Job Alert

Job Alert Name\*

Job Alert Frequency\*

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A screenshot of the 'Filters' section in the Workday recruiting interface. It includes a heading 'Filters' and a sub-heading 'Select 1 or more filters to create a job alert.' Below this are three filter fields: 'Locations' with a search box, 'Time Type' with a dropdown menu, and 'Department' with a dropdown menu. At the bottom of the form are two buttons: 'Cancel' and 'Create'.

Use the optional fields to specify criteria for receiving job alerts. Making a selection in an optional field will not limit the selections available in the other fields.

Location: Preferred Town locations

Time Type: Full time/Part time

Department: Preferred Department(s) within the Town

4. Once done, click **Create**.

**Opting In:** Once you sign up for alerts, you will receive an email from the Town of Whitby confirming your interest in receiving job alerts. To confirm, click on the link in the email, and select "Yes" on the following screen to continue receiving our emails. If at any anytime you would like to update your job alert email preferences, you can use the link in the initial opt-in email to make changes.

## Manage Existing Job Alerts

You can delete or make changes to an existing job alert at any time.

1. Log in to your Candidate Home account.
2. Click on the Job Alerts link located in the upper right corner of your screen.
3. Locate the job alert you want to change.
4. Click the Manage button, and then select Edit or Delete.

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## Applying for a Job

Once you have created and verified your account, you can apply for a job at The Town of Whitby. If you selected the Autofill with Resume option, you will be prompted to upload your resume as the first step in the application process.

1. Click **Select File** or drag and drop your resume into the gray box on the Autofill with Resume page.
2. Once your resume has been successfully uploaded, click the **Continue** button located at the bottom of the page.

A screenshot of the 'Autofill with Resume' page in the Workday recruiting system. At the top, a progress bar shows six steps: 'Autofill with Resume' (active), 'My Information', 'My Experience', 'Application Questions 1 of 2', 'Application Questions 2 of 2', and 'Review'. The main heading is 'Autofill with Resume'. Below it, a red asterisk indicates a required field. The text explains that uploading a resume is required to begin the application and that the system will use it to pre-fill information on subsequent screens. It also notes that users can attach a resume and cover letter at the 'My Experience' page. A file upload area is shown with a dashed border, an upward arrow icon, and the text 'Drop file here or Select file'. At the bottom right, there is a blue 'Continue' button.

## My Information Step

Complete all required fields –

- Please note the section “How Did You Hear About Us?” Please use this section to let us know how you heard about the position.
- Provide your name (legal and preferred, if applicable) and phone number.
- Confirm that your email address is entered correctly. All communication related to this job application will be sent to the email address entered. If it is incorrect, it can be updated in your account settings.

Click the **Save and Continue** button located at the bottom of the page to move to the next section.

## My Experience

Provide information about your work experience and education.

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If you chose to autofill your application with information from your resume, verify that your information is populated correctly.

If you chose to complete the job application manually, you can upload your resume and any other additional documents you wish to attach to your application during this step of the job application process. You can also add any relevant websites such as your LinkedIn to the application.

Click the **Save and Continue** button located at the bottom of the page to move to the next page.

## Application Questions

Complete the questions on the Application Questions page. Note that a red asterisk \* indicates that an answer to this question is required.

Click the Save and Continue button located at the bottom of each page to move to the next page.

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## Review

Your job application is summarized and presented to you on the Review page.

1. Review your job application for accuracy.
2. Use the Back button located at the bottom of the page to make changes or corrections.
3. If you are satisfied with your application, click the **Submit** button.

When your application has been submitted successfully, you will receive the following confirmations.

An “Application Submitted” message on confirming your submission.

Email notification that your job application was received. The email is sent to the email address provided in your job application.

## Manage Job Applications

To manage your draft and previously submitted job applications.

1. Log in to your Candidate Home account.
2. Click on the Candidate Home link located in the upper right corner of your screen.
3. Navigate to the My Applications section to view all draft and active applications.

### My Applications

As we are evaluating your qualification, we may contact you to provide additional information. In this case, you will receive a notification with instructions. Thank you for your interest in joining our team!

Job Title	Job Req	My Application Status	Date Submitted	Action
<a href="#">Temporary Part-Time Security Coordinator-up to 12 months</a>	JR4894	<b>Not Submitted</b> <small>Created on February 26, 2025</small>		...
<a href="#">Compliance and Service Level Coordinator</a>	JR4882	<b>Application Receive...</b>	February 25, 2025	...

### Not Submitted:

Any applications that you have not yet submitted will display in the My Applications sections of your Candidate Home page with a status of Not Submitted.

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To view, complete or delete a draft application, click the Manage (...) button to access additional actions

- Select Continue Application to pick up where you left off and complete the job application.
- Select View Application to view the job application.
- Select Delete Application to delete the draft job application.

## Submitted:

- To view or withdraw an application, click the Manage (...) button to access additional actions
- Select View Application to view the full job application.
- Select Withdraw Application to withdraw your application. Withdrawing your application removes you from further consideration for the position.

## View and Respond to a Request for Interview

There are two different types of interview requests you may see from the Town of Whitby: Self-Scheduling and Recruiter Scheduled. Most of our interviews are self-scheduled.

### Self-Scheduled Interviews

If the Town of Whitby invites you for an interview, you will receive an email notifying you to log into your Whitby Career Site page to review the request. If the interview is a self-scheduled one in the Candidate Home section of your account they will see the task

### Candidate Self-Schedule Event.

The screenshot shows a "My Tasks" section with a heading and a thank-you message. Below the message are two tabs: "To Do (1)" and "Completed (0)". A table lists tasks with columns for Task, Job Title, Job Req, Task Status, Date Assigned, and Action. One task is listed: "Candidate Self-Schedule Event" for "Summer Student, Parks" with Job Req "JR4779", Task Status "Not Scheduled", and Date Assigned "January 30, 2025". A "Schedule" button is visible in the Action column.

Task	Job Title	Job Req	Task Status	Date Assigned	Action
Candidate Self-Schedule Event	Summer Student, Parks	JR4779	Not Scheduled	January 30, 2025	Schedule

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When you click on the Schedule button you will see this task:

**Candidate Self-Schedule Event**

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Job Title: Summer Student, Parks

You have been selected to interview for a position with The Town of Whitby. To proceed with scheduling your interview, please select a time slot that works best for you. Once you choose your preferred time, we'll send you a confirmation and all the details you need.

If you have any questions or need assistance, feel free to reach out at [hr@whitby.ca](mailto:hr@whitby.ca)

Best regards,  
Town of Whitby Human Resources

Location \*

Operations Centre, 333 McKinney ...

Select your Available Date \*

Tuesday, February 25, 2025

Select your Available Time \*

10:00 - 10:30 AM EST

None of the Available Options Work for Me

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[Cancel](#) [Submit](#)

- × Review the dates and times available. Select the option that works best for you and click **Submit**.

You will receive a confirmation message in the system as well as an email confirming the date and time of your interview. If additional information about the interview is required (e.g. Teams meeting details) it will be sent to you as a separate message.

Once scheduled, on your Candidate Home page you will see **My Scheduled Events**.

**My Scheduled Events**

[Interview for JR4779 Summer Student, Parks](#)  
February 25, 2025 | 10:00 - 10:30 AM EST

By click on the blue title of the interview you can see further details, as well as have the option to Cancel/decline the interview, and may have the option to Reschedule. Rescheduling is locked 24-48 hours prior to the scheduled interview date, based on the recruitment, and will not appear if your interview is less than 48 hours away.

**Interview for JR4779 Summer Student, Parks** ×

Thank you for selecting an interview time. Your interview is confirmed.

Location  
333 McKinney Drive  
Whitby, ON L1R 3M2

Date  
February 25, 2025

Time  
10:00 - 10:30 AM EST

[Reschedule](#) [Cancel Event](#)

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## Recruiter Scheduled Interviews

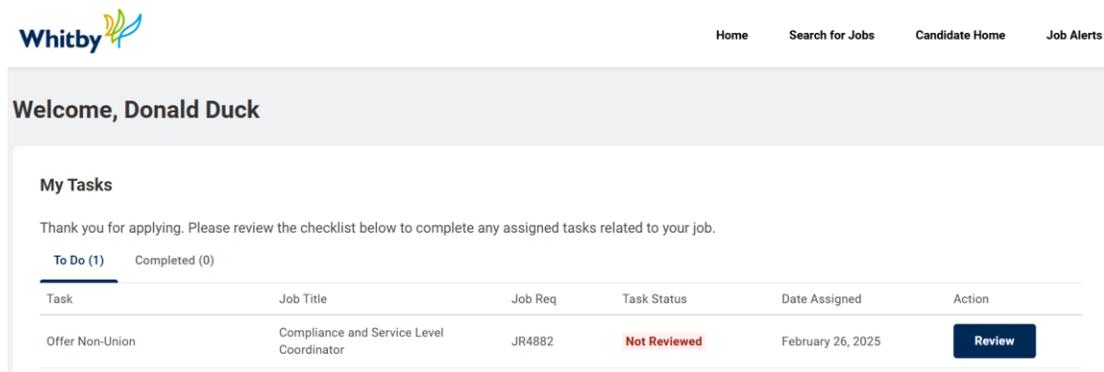
If the Town of Whitby invites you for this type of interview, you will receive an email notifying you of the date, time and location of the interview. The details will also be visible in the Candidate Home page of the Whitby Career Site. Rescheduling requests or cancellations for this type of interview would need to be communicated directly with the Recruiter who sent you the interview information.

## View and Respond to an Offer of Employment

If The Town of Whitby extends you an employment offer, you will be notified via email. You must view and respond to the offer through your Candidate Home account.

To view and respond to an offer:

1. Log in to your Town of Whitby Career site account.
2. Click on the **Candidate Home** link located in the upper right corner of your screen.
3. Locate the offer in the **My Tasks** section of your Candidate Home page.



4. Click the **Review** button to open the offer.

## Review Document

To view the job offer, click on the PDF link on the Review Document page.

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Review Document

 Offer Letter - Non Union 2025-02-26.pdf

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be updated in Workday before you can submit the Inbox task. Please wait until you are redirected to Workday before you close your browser.

[E-sign by Adobe Sign](#)

Comment \*

Follow Us

[📧](#) [f](#) [X](#) [in](#)

[Don't Accept](#) [Cancel](#)

## Declining the Offer

If declining the offer, provide a Comment and click the **Don't Accept** button.

## Accepting the Offer

1. If accepting the offer, click on **E-sign by Adobe Sign** button and follow the prompts to electronically sign the offer.
2. Once you have completed the electronic signature steps you will be returned to the Review Document page. Click **OK** to complete your offer acceptance.

Review Document

 Offer Letter - Non Union 2025-02-26.pdf

Comment

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[OK](#) [Cancel](#)