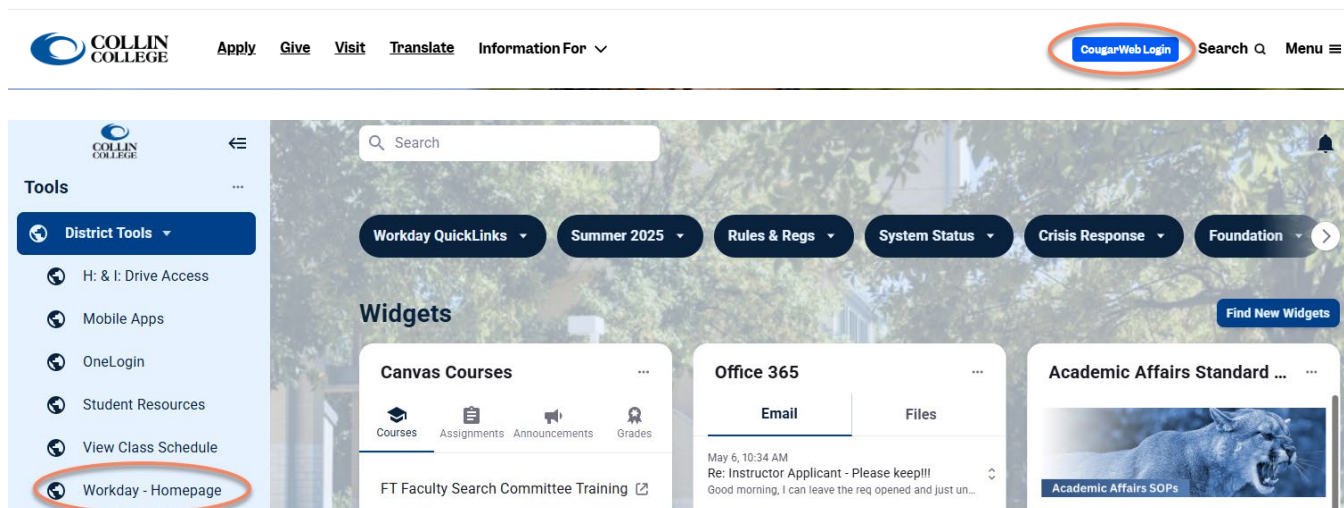


Recruiting: Applying for Jobs as an Internal Applicant



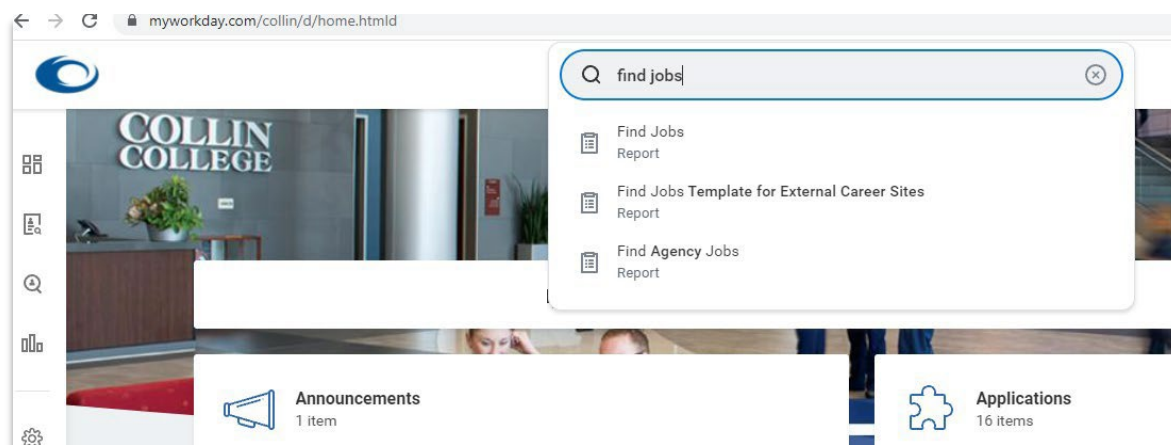
APPLYING FOR JOBS AS AN INTERNAL APPLICANT

Log in to Workday from CougarWeb > Tools > Workday-Homepage or from Collin.onelogin.com.



From the **Home** page:

1. In the search bar, type **Find Jobs**.
2. Select **Find Jobs** under **Tasks and Reports**.



Recruiting: Applying for Jobs as an Internal Applicant



3. View all open jobs or select filters to narrow your search. Click the job title to view the opening and job requirements.

Browse Jobs

Search

Filters

[Clear Filters](#)

Primary Location

Location

Hiring Manager

Jobs

1–2 of many results

Professor, Developmental Math (Fall 2025)

All employees applying to job postings - AS
A REMINDER:
Please attach all necessary documents a...

Celina Campus

Full time

Job Req ID: R-6705

[View Job](#)

Professor, Environmental Science (Fall 2025)

All employees applying to job postings - AS
A REMINDER:
Please attach all necessary documents a...

McKinney Campus

Full time

Job Req ID: R-6722

[View Job](#)

4. **Apply** to begin your application.

View Job Posting Details

Professor, Developmental Math (Fall 2025)

Professor, Developmental Math (Fall 2025)

Apply

Create Job Alert

All employees applying to job postings - **AS A REMINDER:**
Please attach all necessary documents at the time of submitting your application. This includes current resume/CV and transcripts/certifications. This will enable us to evaluate your qualifications.

NOTE: When submitting your application, you will have the opportunity to upload these documents as an attachment to your profile.

Important Transcript Note: If the position for which you are applying requires a degree, certification or license, you **MUST** attach a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree (s). Although HR may have an official copy of your transcript, the hiring manager and/or search committee may not have access to them. The transcript, certification and/or license should be attached during the load resume/ cover letter section.
[Read Collin College's official transcript guidelines.](#)

Job Details

Job Requisition ID

R-6705

Location

[Celina Campus](#)

Posting Date

04/30/2025 - 6 days ago

Posting End Date

05/14/2025 (7 days left to apply)

Job Family

| EDUCATION

COLLIN COLLEGE

Your screens and processes may vary
from this document.
Updated 5/2025 2

Recruiting: Applying for Jobs as an Internal Applicant



5. Review your job history, education, and more. **Be sure to upload your resume, cover letter, and all transcripts needed to meet the educational requirements for the position.** Even if HR has this information, you must attach transcripts for all internal applications. If you need to update your profile, begin making the changes in each section i.e. experience, education, resume/cover letter etc.

Apply to Job Internal: Professor, Developmental Math (Fall 2025) ...

Contact Information

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

Experience

Company

✖ Collin College

Resume / Cover Letter

Drop files here

or

Select files

Recruiting: Applying for Jobs as an Internal Applicant



6. Answer all the screening questions. When finished, click **Submit**.

Please answer the following questions and include any related experience up to 20 years, so that all relevant experience may be considered.

Generally, employees should be in a position for 6 months or longer in order to be considered for a promotion opportunity.

Note: Please ensure to attach all related application documents including Transcripts/Certifications, Resume/CV, and Cover Letters in the above upload section. Any documents not attached will not be viewable to the hiring manager.

Have you received a level 2 disciplinary notice in the last 3 (three) years?

Note: If you received a level 2 (two) disciplinary notice within the last 3 (three) years, you may not be eligible to apply for an internal job change.

(Required)

☐ Yes

☐ No

Have you ever been discharged, terminated, or asked to resign in lieu of termination from any position? If yes, please explain.

(Required)

☐ Yes

☐ No

Submit

Save for Later

Cancel

7. Your **application** will be visible to the hiring manager. If you have any questions, reach out to the hiring manager or a member of the HR team.