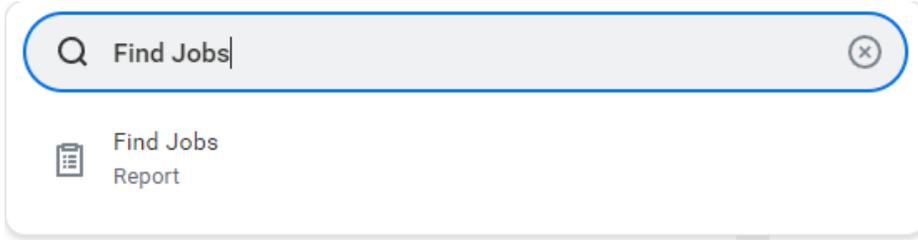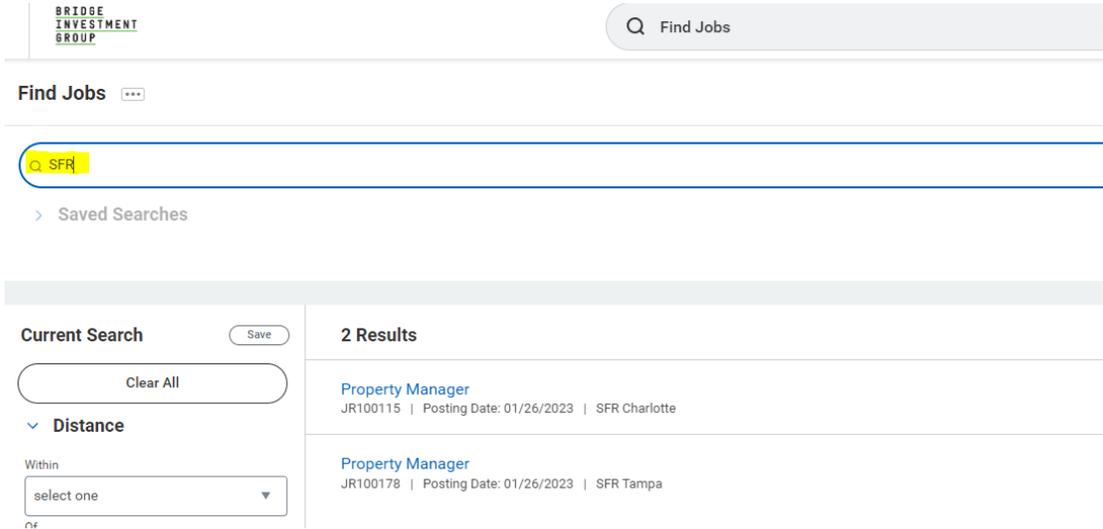**Applying Internally for an Open Position**

1. Login to your Workday account. On the search bar, type "Find Jobs."

2. **Click** on the **Find Jobs** report. Then, you can filter by typing the position, location, etc. by using the search box. (Example below is filtering by using "SFR.")

3. Click on the position that you're interested in and read through the job description. If you want to continue moving forward, click the apply button and follow the application process.
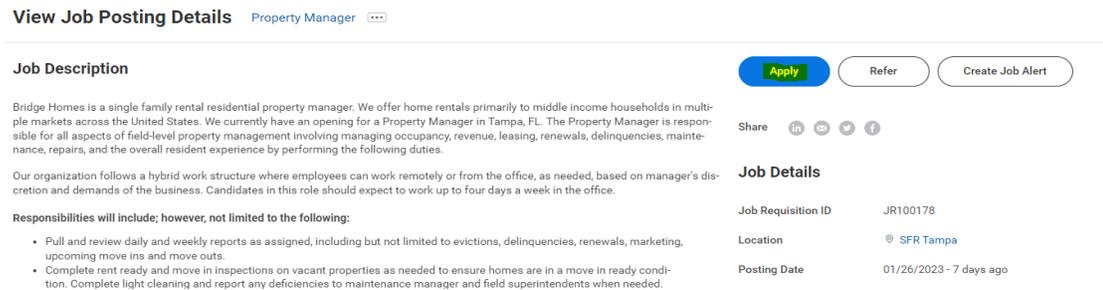
*Please note that in addition to completing your application you will also have to discuss your interest with your manager and complete the Employee Position Transfer Acknowledgement form.