

# Job Aid: Apply to an External Job Posting

Audience: External candidates to Duke Energy jobs

## When to use this Job Aid

Use this job aid to set up a Workday profile and complete an application for an externally posted Duke Energy job.

Please note that you will be required to attach your resume during the application process.

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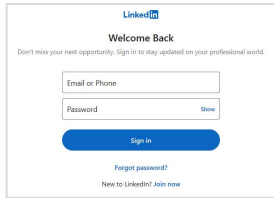
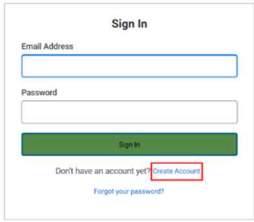
## Additional help

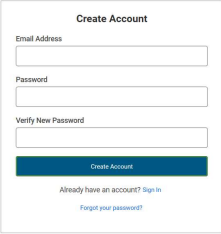
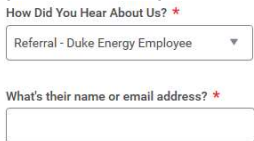
If you experience difficulty filling out your application, or have any questions about our hiring process, please contact [RecruitingOperations@duke-energy.com](mailto:RecruitingOperations@duke-energy.com).

## Quick Start

1. From the **Duke Energy Job Search** site, find a job you're interested in applying to.
2. Create or sign into your **Duke Energy Workday Account**.
3. Complete all required information on all application sections.
4. Review your information and click **Submit**.

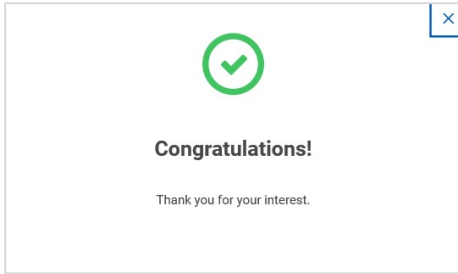
## Step by Step

What to do	Tips
<ol style="list-style-type: none"><li>1. Once you have searched and found a job, click on the <b>Apply</b> button. You may also select <b>Apply with LinkedIn</b> to import your LinkedIn profile.</li></ol>	<p>If you apply with LinkedIn, enter your login information.</p> 
<ol style="list-style-type: none"><li>2. You will be asked to sign in. If you do not already have a username and password, you will need to create an account.</li></ol> 	

What to do	Tips
<p>3. Enter your personal <b>Email Address</b> and a <b>Password</b>. Re-enter your password in the Verify New Password field.</p> 	<p>Your password must be eight characters long, contain at least one special character, one capital letter, one lowercase letter, and a number.</p>
<p>4. On the <b>Quick Apply</b> step, you may upload your resume to have the data parsed into your application, which prepopulates most of the application data fields based on your resume content.</p> <p>If you choose not to upload your resume at this step, you will be required to do so at the <b>My Experience</b> step. Click <b>Next</b>.</p>	<p>If you began your application with LinkedIn, you will not see this step.</p>
<p>5. Complete the required fields on the <b>My Information</b> panel. Remove certification acronyms that may be listed in the <b>Last Name</b> field.</p> <p>If you were referred by a Duke Energy employee, select <b>Referral - Duke Energy Employee</b> at the <b>How Did You Hear About Us</b> question and provide the employee's name or email address.</p>  <p>Email address is preferred to ensure that the correct employee receives an opportunity to endorse you. Click <b>Next</b>.</p>	<p>Required fields are marked with a red asterisk (*).</p> <p>If you've applied via LinkedIn, the information will import from your profile.</p> <p>If you uploaded your resume at the Quick Apply step, most of the data fields will be prepopulated.</p>
<p>6. On the <b>My Experience</b> step, complete the applicable information.</p> <p>In addition to your resume, you have the option to upload a cover letter, unofficial transcript, etc. in the <b>Resume/CV-Upload a file</b> section. Click <b>Next</b>.</p>	<p>Review and edit, as needed, all prepopulated data.</p>
<p>7. Complete the required <b>Application Questions</b>. Click <b>Next</b>.</p>	<p>Some job postings involve two (2) sets of questions (Questions 1 of 2 and Questions 2 of 2).</p>
<p>8. Complete the information on the <b>Voluntary Disclosures</b> step. Scroll to the bottom of the screen to confirm your understanding of the <b>Terms and Conditions</b>. Click <b>Next</b>.</p>	
<p>9. Complete the information on the <b>Self Identify</b> step. Click <b>Next</b>.</p>	
<p>10. On the final <b>Review</b> step, you will have an opportunity to review your application. To make changes, navigate <b>Back</b> to the appropriate step. Click on <b>Submit</b> when your application is complete.</p>	

## Next steps

You will see the following message.



Your application will be routed to a Duke Energy Recruiter for review.

You can monitor your application status, apply for similar jobs, search for jobs, set up job alerts, and update your contact information from your **Candidate Home** page.