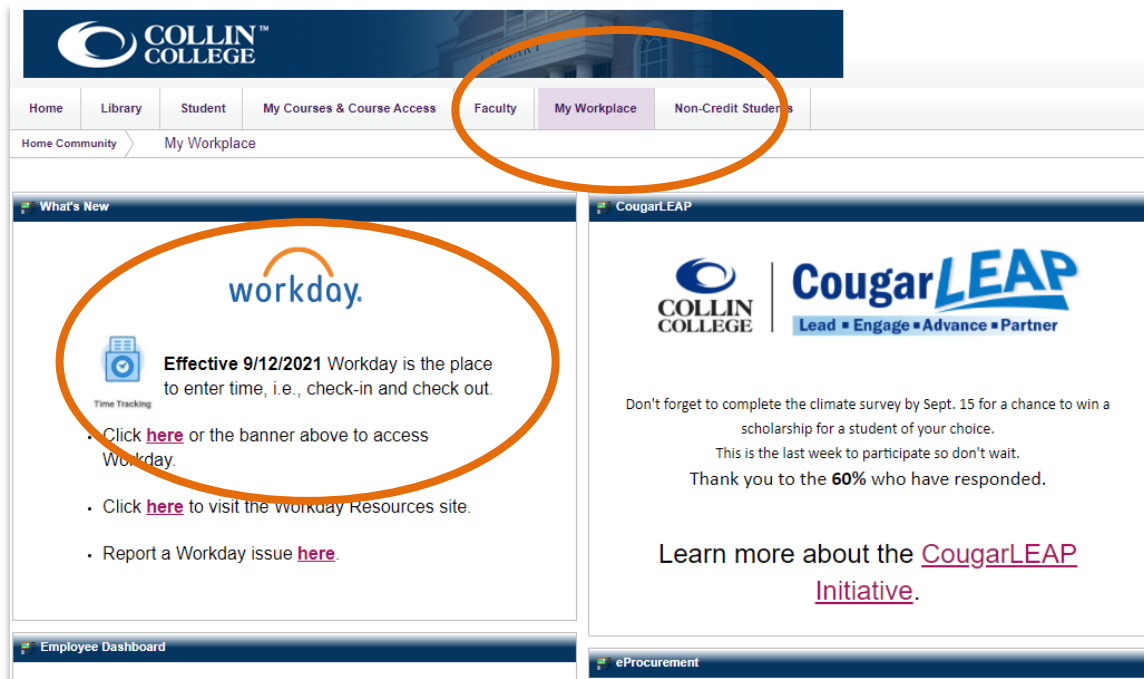
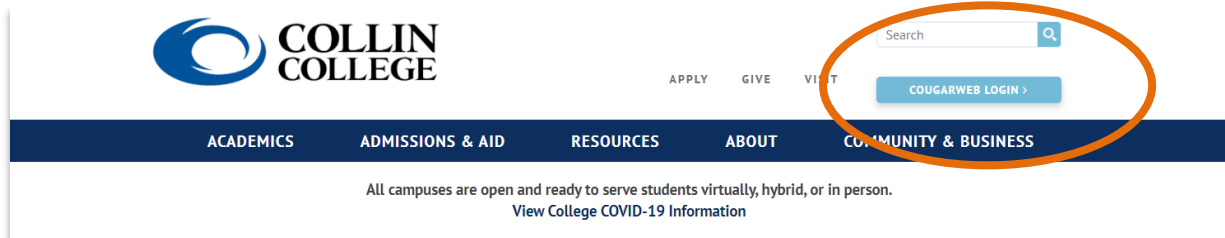


# Recruiting: Applying for Jobs as an Internal Applicant



## APPLYING FOR JOBS AS AN INTERNAL APPLICANT

Log in to Workday from CougarWeb > My Workplace > Workday or via Collin.onelogin.com.

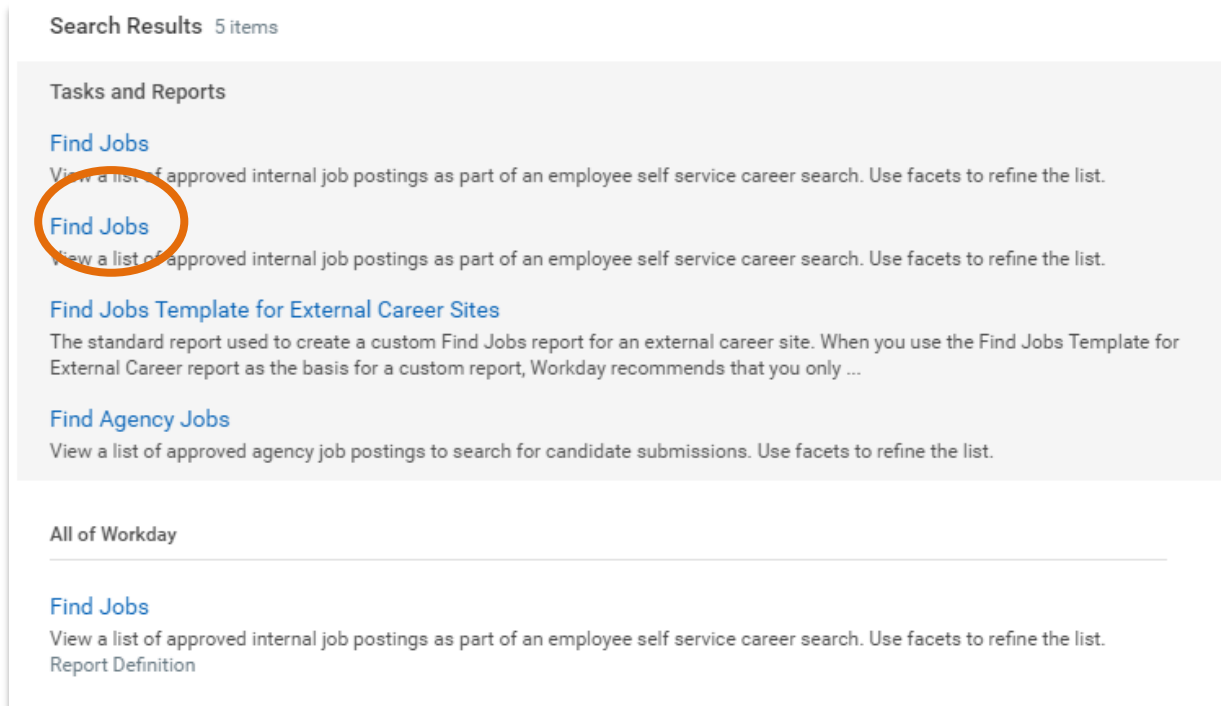
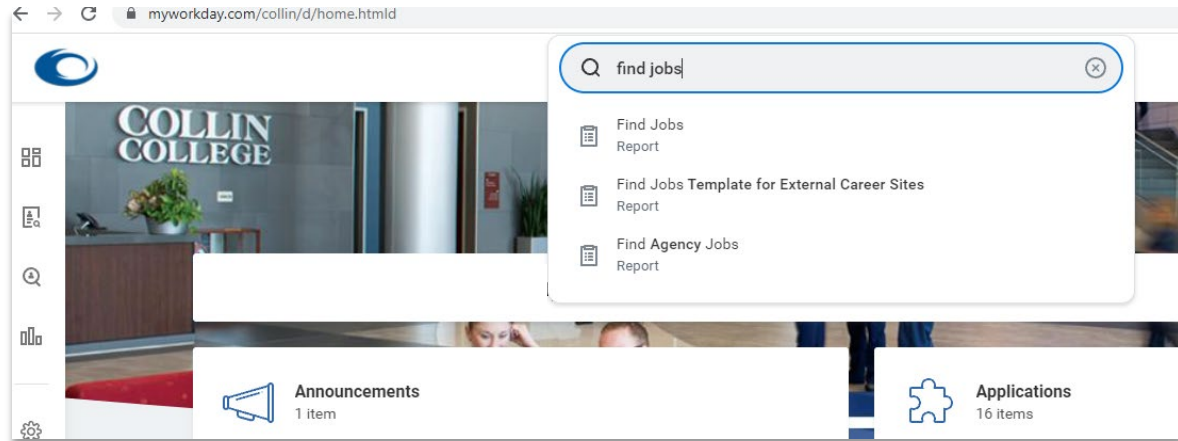


# Recruiting: Applying for Jobs as an Internal Applicant



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.

**Current Search** Save

Clear All

▼ **Job Category**

- Faculty (75)
- Staff (71)
- Student Worker (31)
- Administrator (2)

▼ **Job Family**

**146 Results**

- [Reference Librarian](#)  
R-1272 | Posting Date: 10/18/2021 | McKinney Campus | Part time
- [Instructor I - Health Professions](#)  
R-1270 | Posting Date: 10/14/2021 | Technical Campus | Part time
- [Adjunct Professor, Dual Credit Humanities \(Applicant Pool 2021-2022\)](#)  
R-1426 | Posting Date: 10/14/2021 | Collin Higher Education Center | Part time
- [Adjunct Professor, Dual Credit Mathematics \(Applicant Pool 2021-2022\)](#)  
R-1428 | Posting Date: 10/14/2021 | Collin Higher Education Center | Part time

**Current Search** Save

Clear All

▼ **Job Category**

- Faculty (75)
- Staff (71)
- Student Worker (31)
- Administrator (2)

▼ **Job Family**

- Adjunct Faculty (67)
- Student Services (27)
- Academic/Workforce (22)
- Student Assistant (21)
- Federal Work Study (10)
- More

▼ **Full/Part-time**

- Part time (139)
- Full time (40)

▼ **Primary Location**

- Collin Higher Education Cen... (42)
- Plano Campus (40)
- Frisco Campus (23)
- Technical Campus (22)
- McKinney Campus (20)
- More

▼ **Management Level**

- 7 Individual Contributor (172)
- 6 Manager/Asst Dir/Supv (5)
- 4 Administrator (2)

**Worker Type**

- Regular (79)
- Fixed Term (Fixed Term) (71)
- Student (Fixed Term) (29)

> **Distance**

# Recruiting: Applying for Jobs as an Internal Applicant



4. Click the job title to view the opening, and click **Apply** to begin your application.

**Current Search** Save

**146 Results**

**Reference Librarian**  
R-1272 | Posting Date: 10/18/2021 | McKinney Campus | Part time

**Instructor I - Health Professions**  
R-1270 | Posting Date: 10/14/2021 | Technical Campus | Part time

**Adjunct Professor, Dual Credit Humanities (Applicant Pool 2021-2022)**  
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**Adjunct Professor, Dual Credit Mathematics (Applicant Pool 2021-2022)**  
R-1428 | Posting Date: 10/14/2021 | Collin Higher Education Center | Part time

**Job Category**

- Faculty (75)
- Staff (71)
- Student Worker (31)
- Administrator (2)

**Job Family**

**View Job Posting Details** Reference Librarian

**Job Description**

All employees applying to job postings - **BEFORE YOU APPLY:**

Please update your worker profile before applying to a job to ensure all relevant information is current and accurate. This will enable us to evaluate your qualifications.

- From your **Profile**, select **Career** (left-side blue column; you may need to click on "More" to access).
- Update information in as many applicable areas: **Skills, Work Experience** (similar to a resume), **Education, Certifications, Training** (right-side white screen; click on each tab and use "Add" button to update your profile).
- On **Education** tab, click "Add" and enter educational data. To include an attachment, click the ">" next to "Attachments" to expand and "Select Files" to upload your most current transcripts.
- Once you have selected a job to apply to, in the "Resume/Cover Letter" section, click on "Select Files" and upload your current resume.

**Please ensure you upload your transcripts to your Career Page/Education Tab and your resume with your application or your application will not be considered.**

Read Collin College's [official transcript guidelines](#).

**Primary Location:**  
2200 W. University Drive, McKinney, Texas, 75071

We are searching for candidates that meet the required qualifications and experience and are able to perform the essential duties and responsibilities.

**Essential Duties & Responsibilities:**  
Provide library reference services and instruction to Collin College students, faculty, staff and the general public. Explain and assist students, faculty and staff in the use of the library databases, streaming audio and video, library catalog, electronic books and other features located on the library homepage. Develop, evaluate and maintain the library collection and serve as library liaison in assigned discipline department.

**Job Details**

Job Requisition ID	R-1272
Location	McKinney Campus
Posting Date	10/18/2021 - 1 day ago
Job Family	Academic/Workforce
Time Type	Part time
Job Type	Regular
Supervisory Organization	

**Recruiter**

**Apply** **Refer** **Create Job Alert**

[Internal: Reference Librarian](#)

# 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, click **Go to Your Profile**.

**Apply to Job** Internal: Reference Librarian

Please **upload your resume and transcripts** (where applicable) with your application, or your **application will not be considered**.  
Read Collin College's [official transcript guidelines](#).

**Job History**  
none entered

Need to make changes?  
**Go to your profile**

**Education**  
Education details here

**Certifications**  
none entered

**Languages**  
none entered

**Skills**  
none entered

Need to make changes?  
**Go to your profile**

**Resume / Cover Letter**

Drop files here  
or  
**Select files**

# Recruiting: Applying for Jobs as an Internal Applicant



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

Job Application Screening Questions for Internal Candidates

Please answer the following questions. By providing as much information as possible, Collin College will be able to review your qualifications with the job you have applied to.

If you received a level 2 (two) disciplinary notice within the last year, you are not eligible to apply for an internal position. Have you received a level 2 disciplinary notice in the last year. (Required)

Yes

No

---

Please list your current department and position. (Required)

How long have you been in your current position? (Required)

Are you currently a full-time or part-time employee with Collin College? (Required)

- Full-time
- Part-time

**Submit**

Save for Later

Cancel