

Applying job with Workday system

Aalto University

Updated June 2025



Aalto-yliopisto
Aalto-universitetet
Aalto University

Open positions

Sign In

Email Address

Password

Sign In

Don't have an account yet? [Create Account](#)

[Forgot your password?](#)

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Applying a job

Open positions -
Workday

Create Account

Password Requirements:

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

Email Address

Password

Verify New Password

Please use your personal email address for the creation of the account. Please create a strong password with 8 characters.

Aalto University employees participating in the recruitment may process your application documents, including your personal data. [Read More](#)

[Read More](#)

☐ I approve that Aalto University may process my application.

Create Account

Already have an account? [Sign In](#)

[Forgot your password?](#)

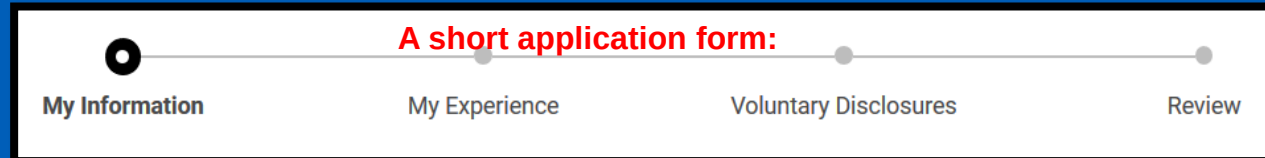
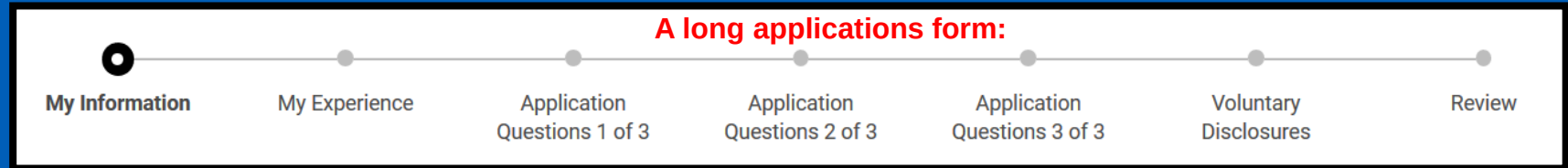
Job application form

Always includes questions in categories:

- ❖ My Information
- ❖ My Experience
- ❖ Voluntary Disclosures

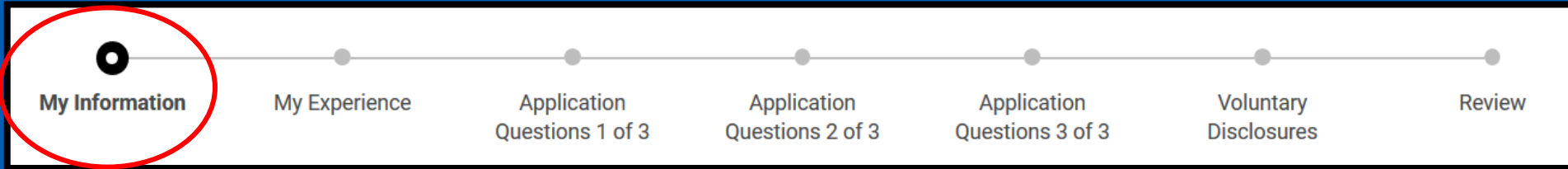
Can include also extra questions up to three sections

- ❖ Application Questions 1 of 3
- ❖ Application Questions 2 of 3
- ❖ Application Questions 3 of 3



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Job application form

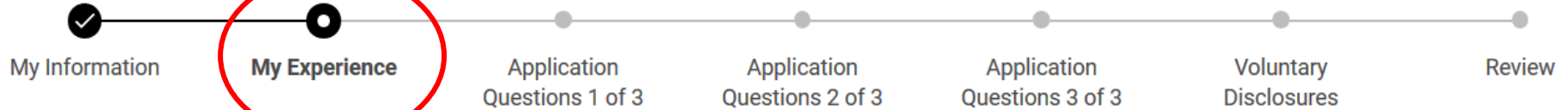


My Information:

- ❖ How did you hear about us?*
- ❖ Have you worked in Aalto before?*
- ❖ Country*
- ❖ Name* (always your passport name)
(Preferred name available too)
- ❖ Address(*)
- ❖ Email address*
- ❖ Phone*

*required

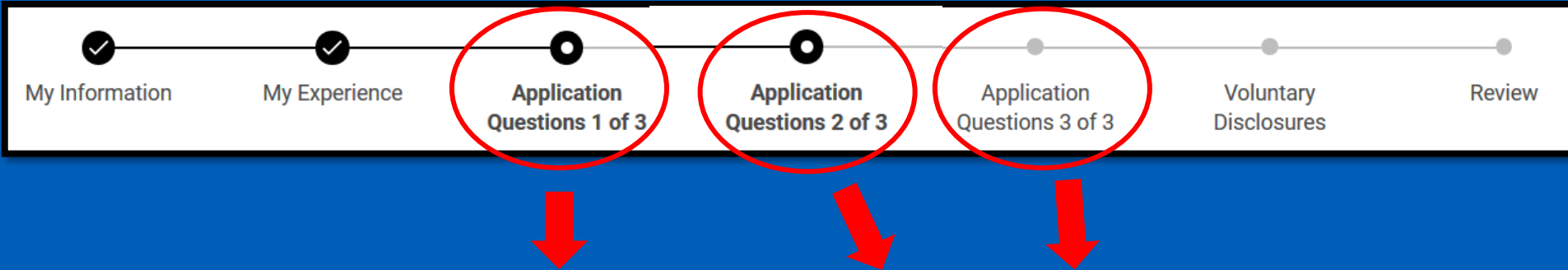
Job application form



My Experience:

- ❖ Work experience
- ❖ Education
- ❖ Application documents
(max 5 each max 5MB)
- ❖ Websites
- ❖ Social Network URLs

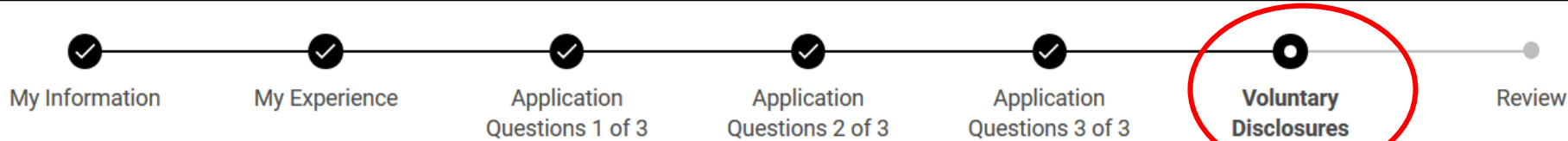
Job application form



Application Questions 1 & 2

❖ Extra questions concerning this recruitment

Job application form

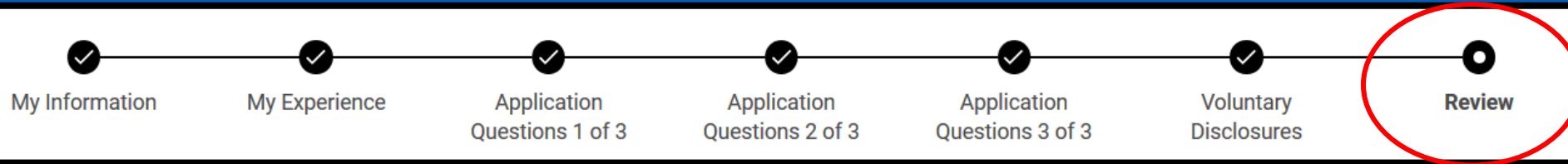


Voluntary Disclosures:

- ❖ Personal Information
 - ❖ Primary nationality*
 - ❖ Secondary nationality
 - ❖ Gender*
- ❖ Terms and Conditions*

*required

Job application form



Review:

- ❖ Summary of your application (download it to keep record of your answers since answers to extra questions are not visible to you after submitting)
- ❖ You can still edit before submitting it or "save for later"

Updating your application

- ❖ After submitting your application, the **only way to update you application is to withdraw it and reapply**
- ❖ When reapplying choose **“Use My Last Application”** (the previous application) to have some of the fields filled already.

My Applications

As we are evaluating your qualifications, we may contact you to provide additional information. In this case you will receive a notification with instructions.

If you would like to edit or complement your application during the application period, you can do this by first clicking “Manage” and “Withdraw Application”, and then apply again for the same position with “Use My Last Application”. The system automatically fills in the details from your last application.

Thank you for your interest in joining Aalto community!

Active (4) Inactive (1)

Job Title	Job Req	My Application Status	Date Submitted	Action
Call for Applications: Principal Investigators at ELLIS Institute Finland	R42094	Not Submitted Created on February 4, 2025		...
ENG Research and Teaching Assistants, Doctoral Researchers, Postdoctoral Researchers and visitors personal details	R35986	Not Submitted Created on September 4, 2024		...
Visitor IT	R34754	Not Submitted Created on October 26, 2022		...
Open application for Aalto University	R34147	Application Received	June 11, 2025	...

[View Application](#)
[Withdraw Application](#)

Updating your information to Candidate profile

You can update your **name, address and phone number** in your candidate profile.

Upper right corner:
Click Settings → Personal Information

Personal Information

Country / Territory *
Finland

Legal Name
Given Name(s) *
Testima

Family Name *
Testika

I have a preferred name
☐

Address
Street Name *
Tietietie 123

Postal District or City *
Espoo

Postal Code *
02210

Phone
Phone Device Type *
Mobile

Country / Territory Phone Code *
x Finland (+358)

Phone Number *
050

Phone Extension

Cancel Save

Updating your information to Candidate profile

You can update your **email** in your candidate profile.

Upper right corner:
Click Settings → Change Email

Change Email

×

Enter an email address and verify that your email address is correct.

Current Email

@outlook.com

New Email *

Verify It's You

Send a verification link to your new email address.

Send Link

Deleting your information from Candidate profile

You can **DELETE** your information in your candidate profile.

Upper right corner:

Click Settings → Delete My Information

Delete My Information ×

By clicking "Delete My Information" below, you are requesting that Aalto University permanently removes all personally identifiable information including name, contact information, personal information, and sensitive job application data. Our information is not automatically deleted by clicking "Delete My Information", and we will manually process your request. Aalto University will contact you if there are future questions about your request.

Please note that a deletion of your information from the Aalto University recruitment system will mean that you will not be able to log back into your account. For further details, you may access a complete copy of the Aalto University employee data privacy policy here:

<https://www.aalto.fi/en/services/privacy-notice>

Delete My Information