

# Applying job with Workday system

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Aalto University

Updated June 2025

# A'

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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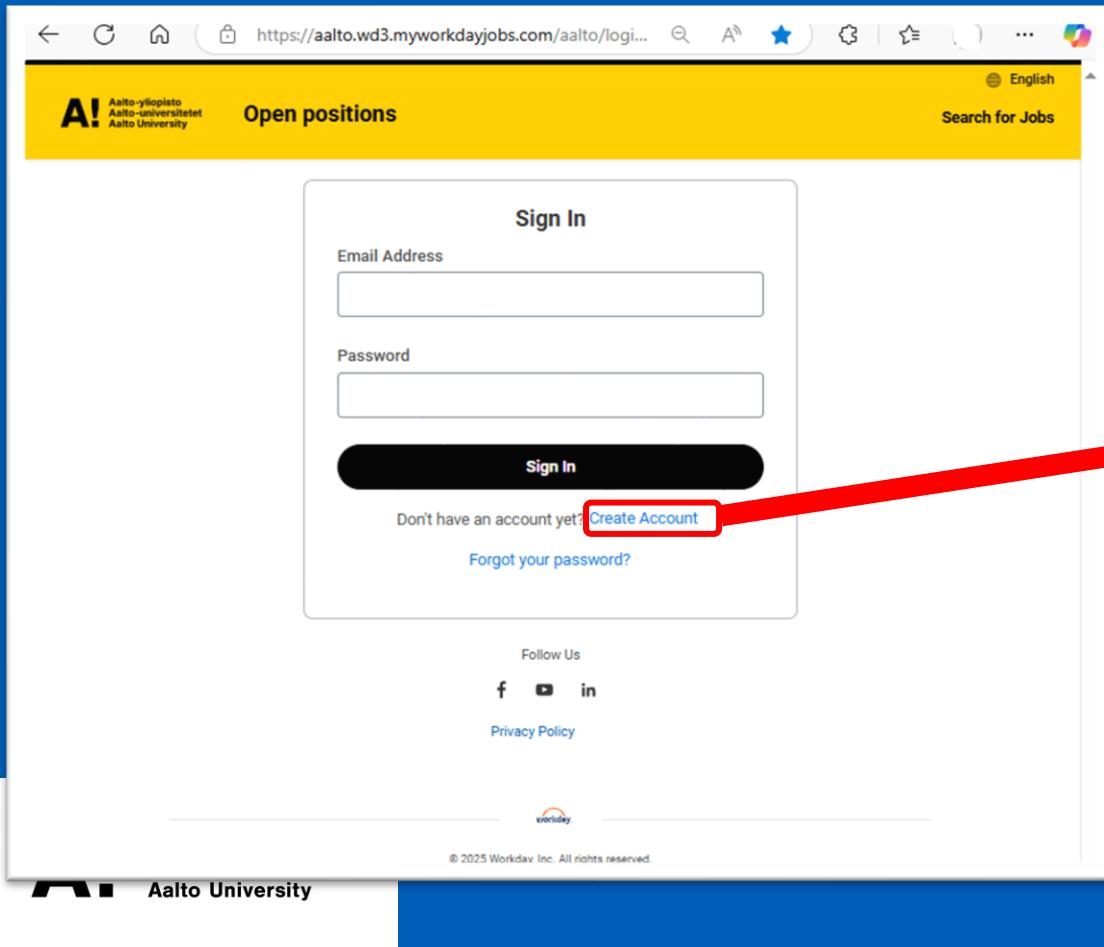


# Contents

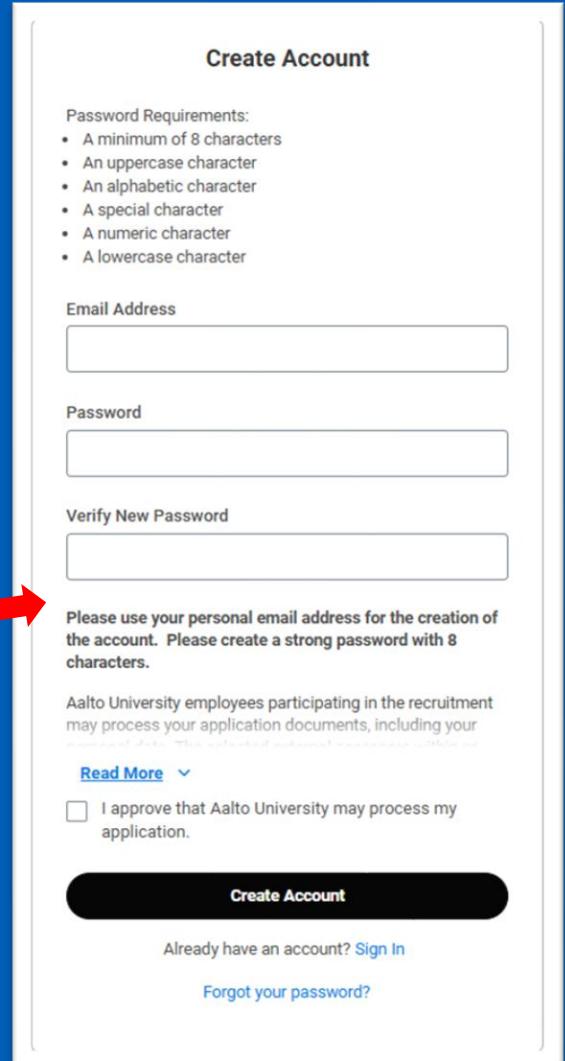
- Applying a job
- Job application form step by step
- Updating your application
- Updating your personal information to candidate profile
- Deleting your candidate profile

# Applying a job

## Open positions - Workday



The screenshot shows the 'Open positions' page on the Aalto University Workday system. At the top left is the Aalto University logo. The top right features a yellow bar with the text 'Open positions' and a 'Search for Jobs' button. The main content area is titled 'Sign In' and contains fields for 'Email Address' and 'Password', followed by a 'Sign In' button. Below these is a link 'Don't have an account yet? [Create Account](#)'. A red arrow points from the text 'Don't have an account yet?' to the 'Create Account' link. At the bottom of the sign-in box are links for 'Forgot your password?' and 'Follow Us' with icons for Facebook, YouTube, and LinkedIn. A 'Privacy Policy' link is also present. The footer includes the Workday logo and the text '© 2025 Workday Inc. All rights reserved.'



The screenshot shows the 'Create Account' page. At the top right is the 'Create Account' button. Below it is a section titled 'Password Requirements' with a list of six items: 'A minimum of 8 characters', 'An uppercase character', 'An alphabetic character', 'A special character', 'A numeric character', and 'A lowercase character'. The main form area contains fields for 'Email Address' and 'Password', both of which are currently empty. Below these is a 'Verify New Password' field. To the right of the 'Email Address' field is a note: 'Please use your personal email address for the creation of the account. Please create a strong password with 8 characters.' Further down is a note for Aalto University employees: 'Aalto University employees participating in the recruitment may process your application documents, including your curriculum vitae, application letter, and other personal information. For more information, please refer to the [Privacy Policy](#).' A 'Read More' link is available for this note. At the bottom of the form is a checkbox labeled 'I approve that Aalto University may process my application.' and a 'Create Account' button. Below the form are links for 'Already have an account? [Sign In](#)' and 'Forgot your password?'.

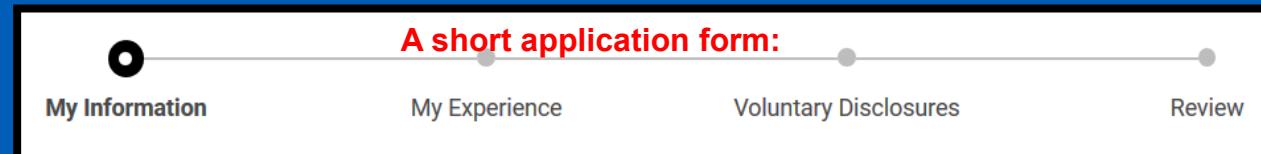
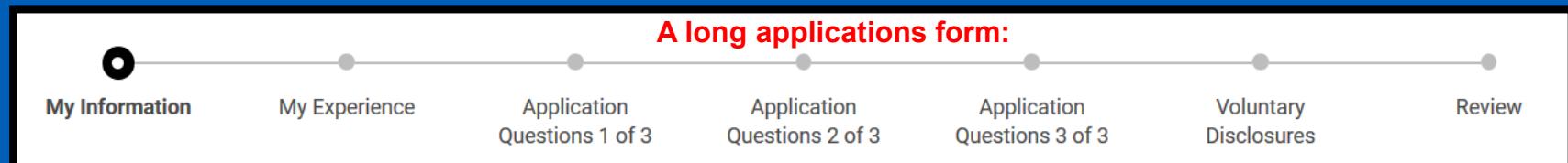
# Job application form

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



# Job application form



My Information

My Experience

Application  
Questions 1 of 3

Application  
Questions 2 of 3

Application  
Questions 3 of 3

Voluntary  
Disclosures

Review



## My Information:

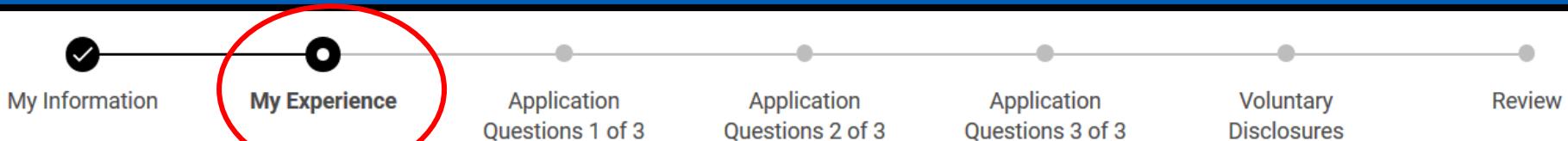
- ❖ **How did you hear about us?\***
- ❖ **Have you worked in Aalto before?\***
- ❖ **Country\***
- ❖ **Name\* (always your passport name)**  
(Preferred name available too)
- ❖ **Address(\*)**
- ❖ **Email address\***
- ❖ **Phone\***

\*required



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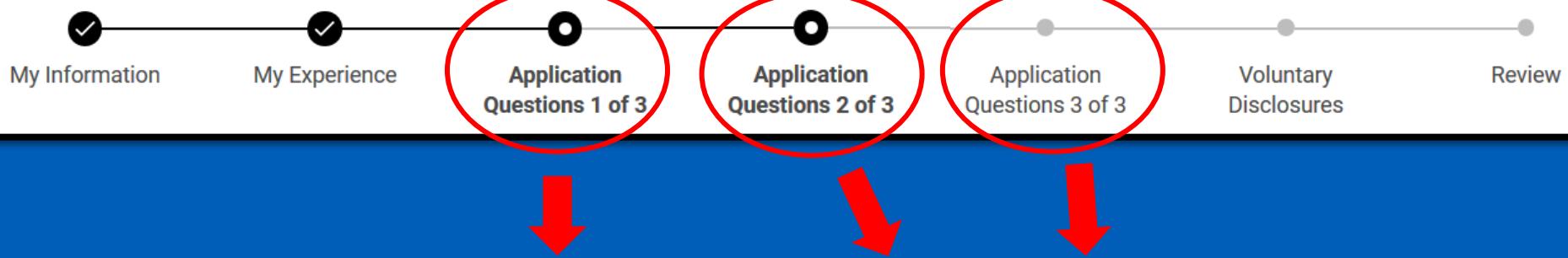
# Job application form



## My Experience:

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

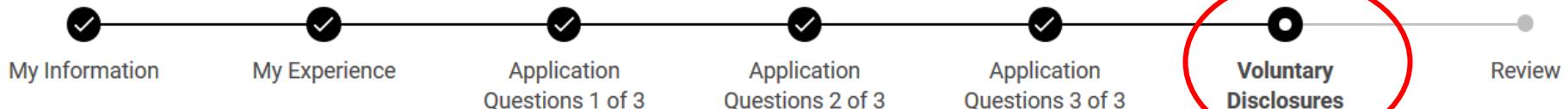
# Job application form



**Application Questions 1 & 2**

❖ Extra questions concerning this recruitment

# Job application form

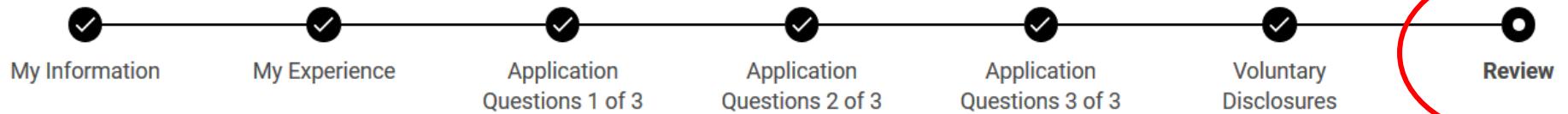


## Voluntary Disclosures:

- ❖ 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 your 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<br>Created on February 4, 2025  |                | ...  |
| ENG Research and Teaching Assistants, Doctoral Researchers, Postdoctoral Researchers and visitors personal details | R35986       | Not Submitted<br>Created on September 4, 2024 |                | ...  |
| Visitor IT   | R34754       | Not Submitted<br>Created on October 26, 2022  |                | ...  |
| Open application for Aalto University  | R34147       | Application Received<br>June 11, 2025         |                | <span>View Application</span><br><span>Withdraw Application</span> |

# 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 X

Country / Territory \*

Legal Name  
Given Name(s) \*

Family Name \*

I have a preferred name

---

Address  
Street Name \*

Postal District or City \*

Postal Code \*

---

Phone  
Phone Device Type \*

Country / Territory Phone Code \*  
 ≡

Phone Number \*

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 X

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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

