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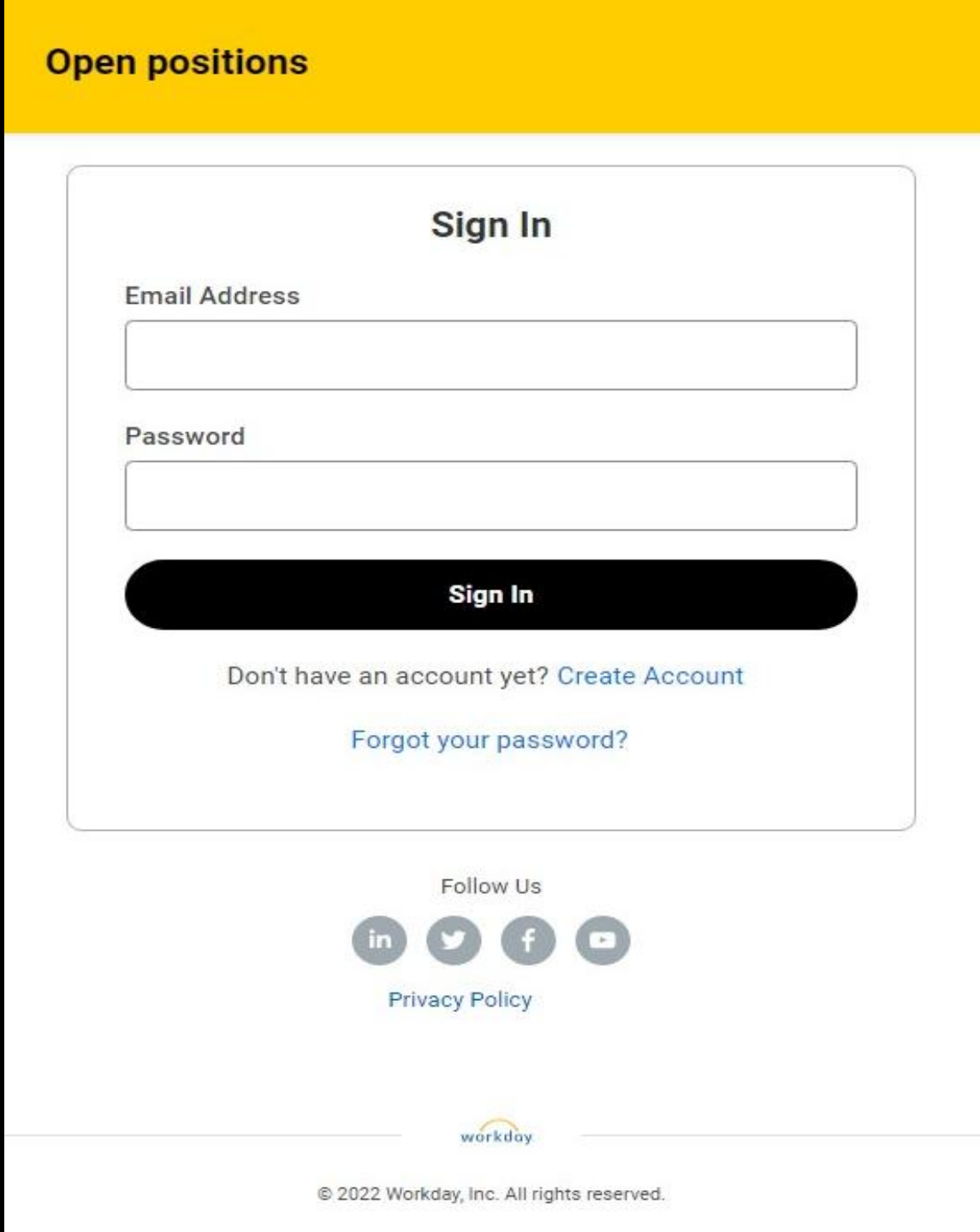
Aalto-universitetet
Aalto University

# Registering and Applying job @ Aalto University in Workday system

Updated March 2026

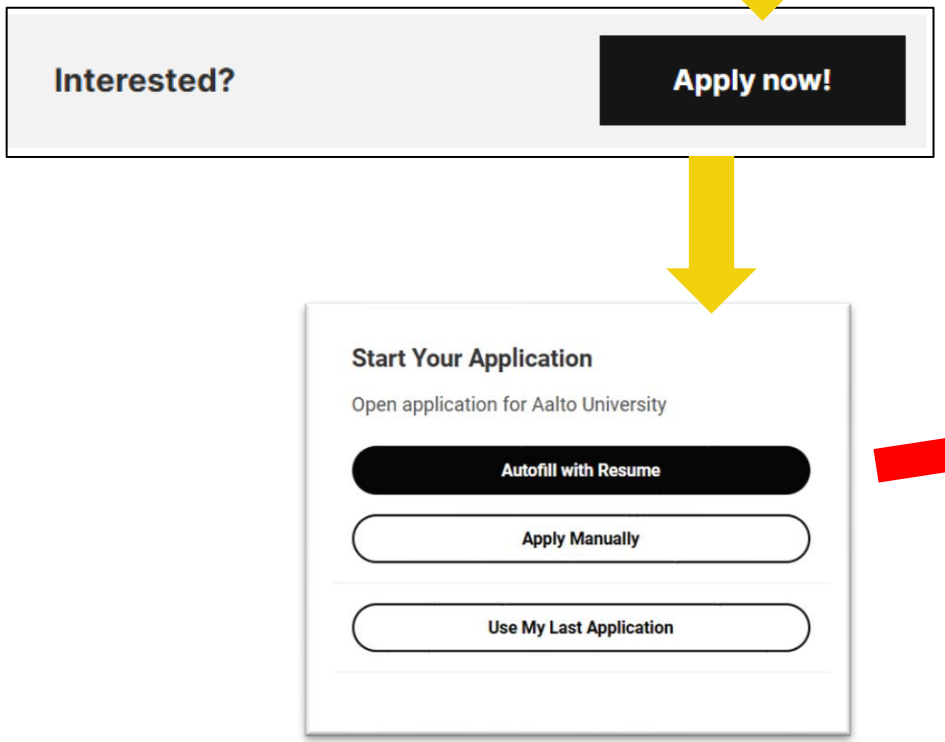


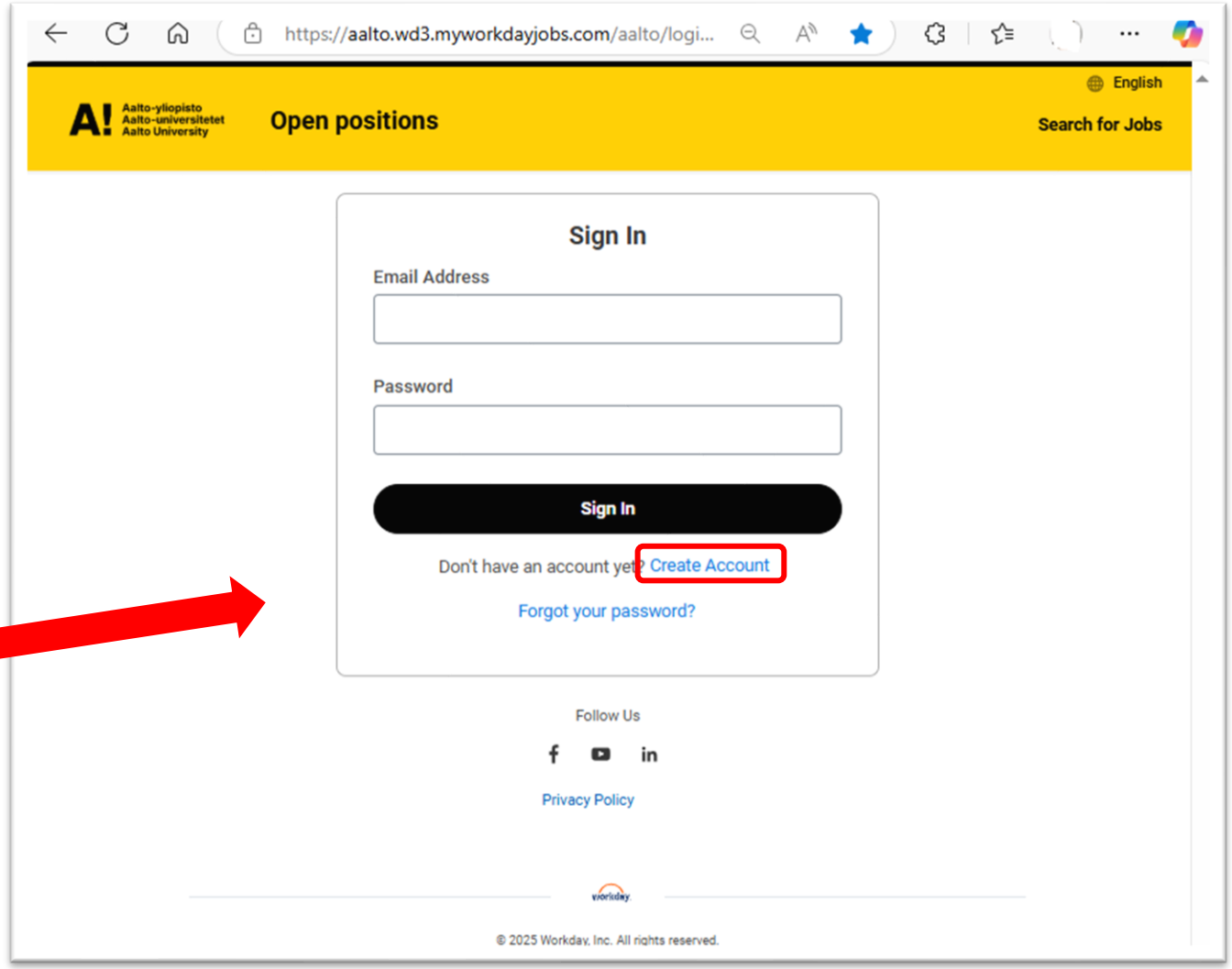
# Content

- Creating account and Applying a job
- Creating & signing in with Apple, Google or email
- Job application form step by step
- Updating your application
- Updating your personal information and email to candidate profile
- Deleting your candidate profile

# Creating a candidate account

## Open positions - Workday

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# Create account with Apple, Google or email

Open application for Aalto University

Create Account/Sign In | My Information | My Experience | Application Questions 1 of 2 | Application Questions 2 of 2 | Voluntary Disclosures | Review

## Sign In

**APPLE AND GOOGLE SIGN-IN**
You can sign in to the service using **your Apple or Google account**. In this case, Apple or Google acts as the data controller for the processing of your username and password information. If you sign in with Google or Apple, password changes and password recovery are handled through Google or Apple.
Review your service provider's privacy policy:

- Google Privacy Policy
- Apple's Privacy Policy

**SIGNING IN WITH EMAIL**
You can sign in to the service using **your email address**. In this case, Aalto University acts as the data controller. With your applicant account, you can update your information, manage your applications, and apply for new positions. When signing in with email, your email address is collected, and your user ID is stored in the system for 12 months from its creation (when you only create a user ID or a job alert).

**WHEN YOU DECIDE TO APPLY FOR A POSITION**
The processing of personal data related to recruitment is described in the recruitment privacy notice, which you can find when submitting your application through Aalto University's Workday system.

**NEW!! 10.3.2026-**

Sign in with Apple

Sign in with Google

OR

Sign in with email

## Sign In

Email Address *

Password *

Sign In

Don't have an account yet? Create Account

Forgot your password?

## 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

Read More

I approve that Aalto University may process my application.

Create Account

Already have an account? Sign In

Forgot your password?

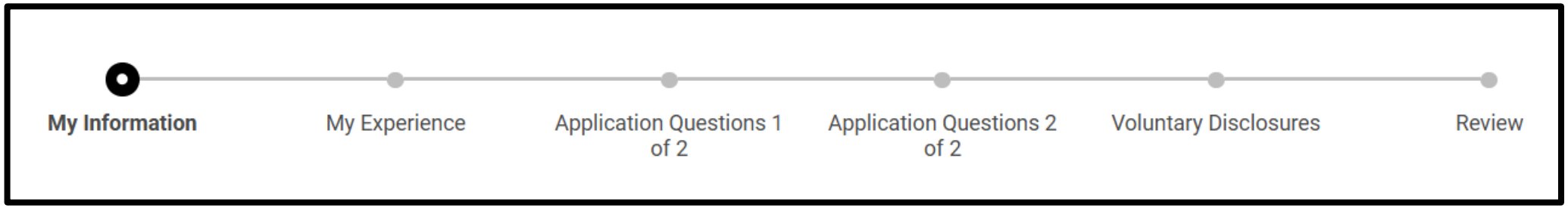
# Job application form -overall

**Always includes questions in categories:**

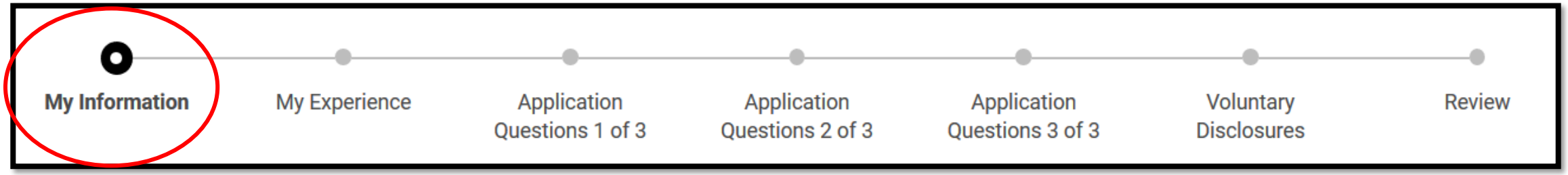
- My Information
- Voluntary Disclosures

**Can include also:**

- My Experience
- Application Questions 1 – 3 pages



# Job application form –My Information




## My Information: *required

- **How did you hear about us?***
- **Have you worked in Aalto before?***
- **Country***
- **Name* (always your passport name)**
  (Preferred name available too)
- **Home address (*)**
- **Email address*** (prefilled)
- **Phone numer*** (preferably not landline)

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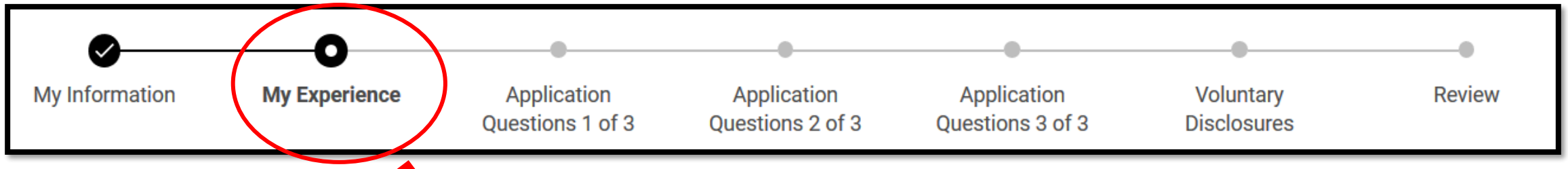
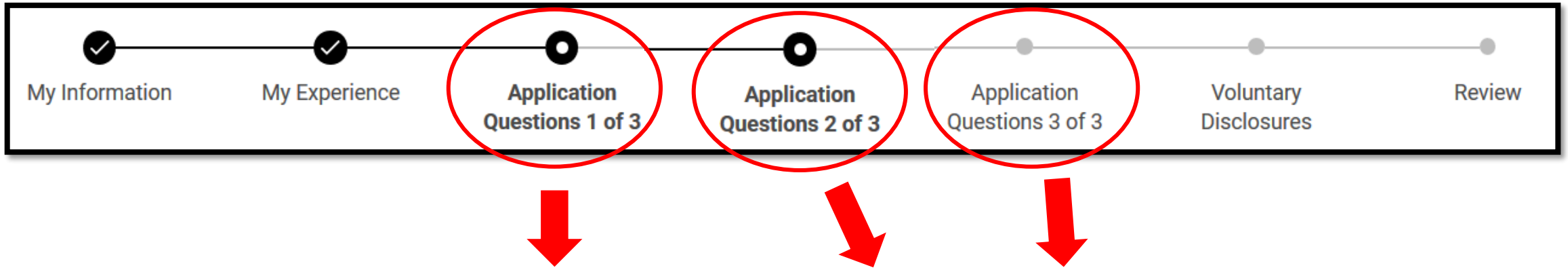
# Job application form –My experience




**My Experience:**

- **Work experience**
- **Education**
- **Languages**
- **Application documents**
  **(max 5 docs, each max 5MB in size)**
- **Websites**
- **Social Network URLs**

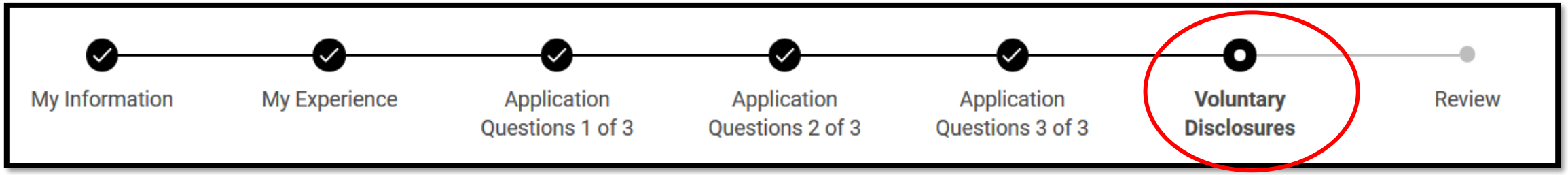
# Job application form –Application questions




**Application Questions 1 - 3**

- **Extra questions concerning this recruitment**

# Job application form –Personal info & terms

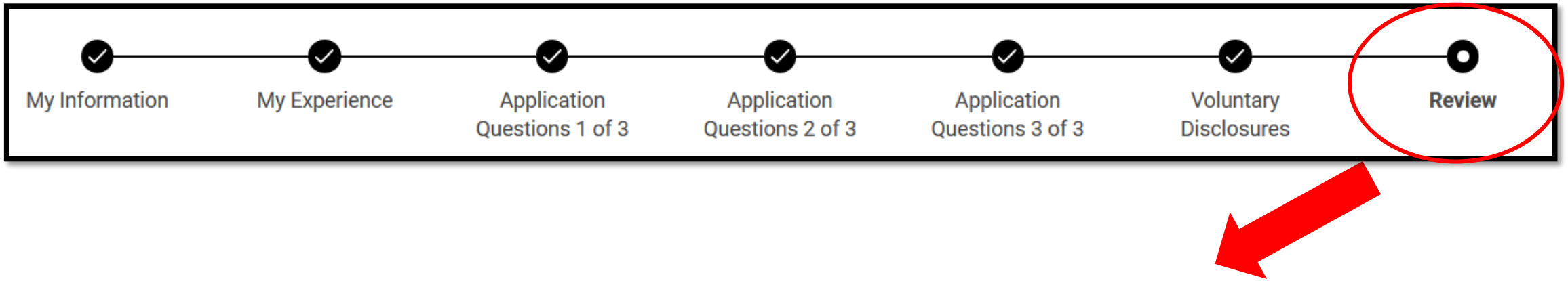



## Voluntary Disclosures:

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

*required

# Job application form -review

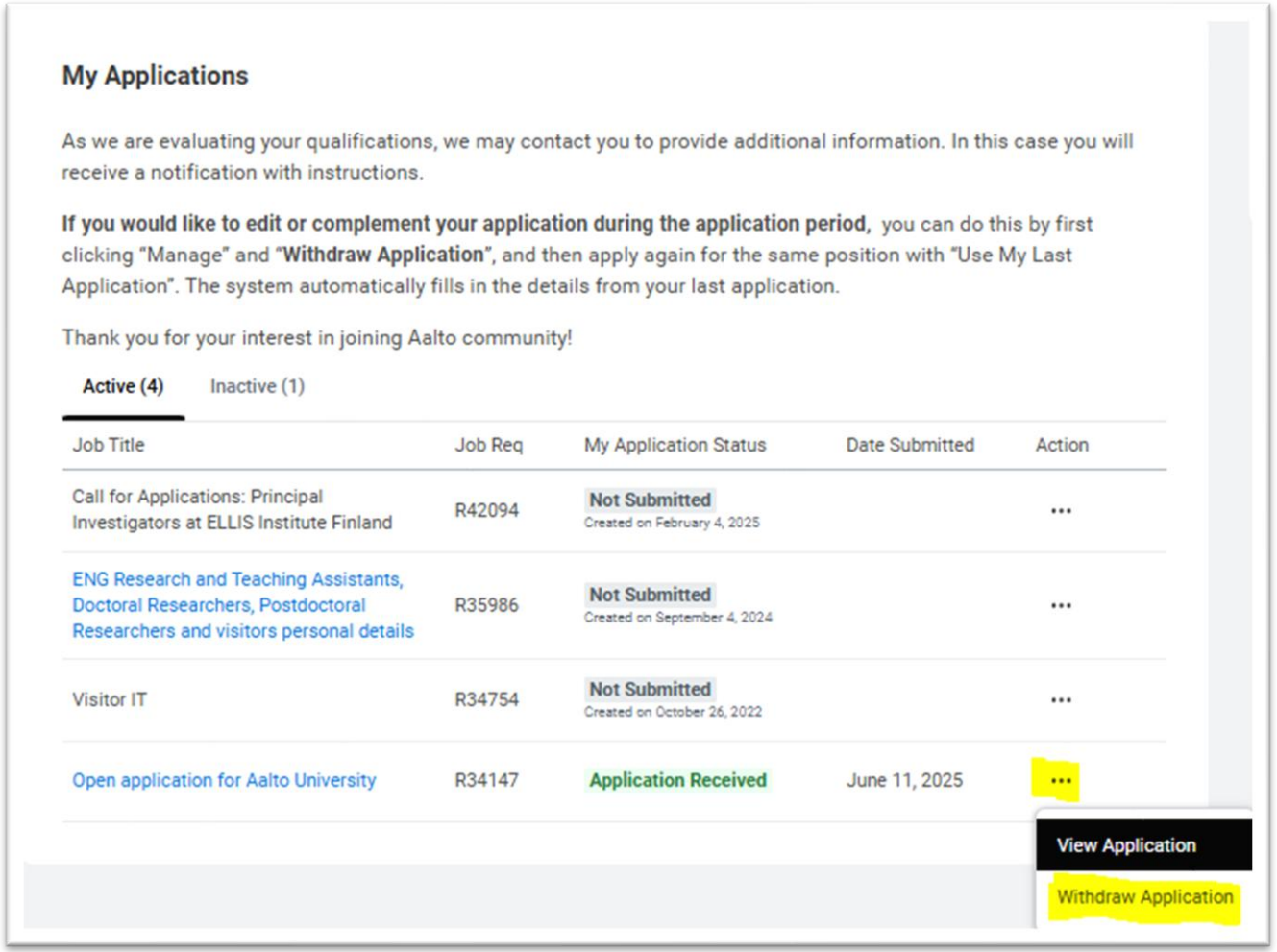



**Review:**

- **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”. Afterwards updating only by withdrawing application first.**

# 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!

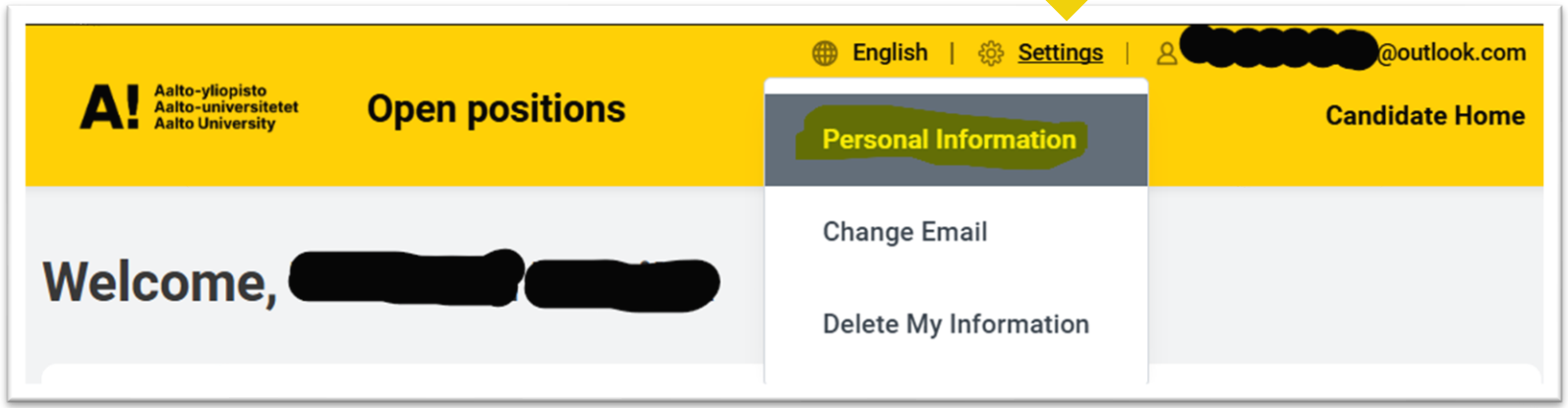
**Active (4)** Inactive (1)

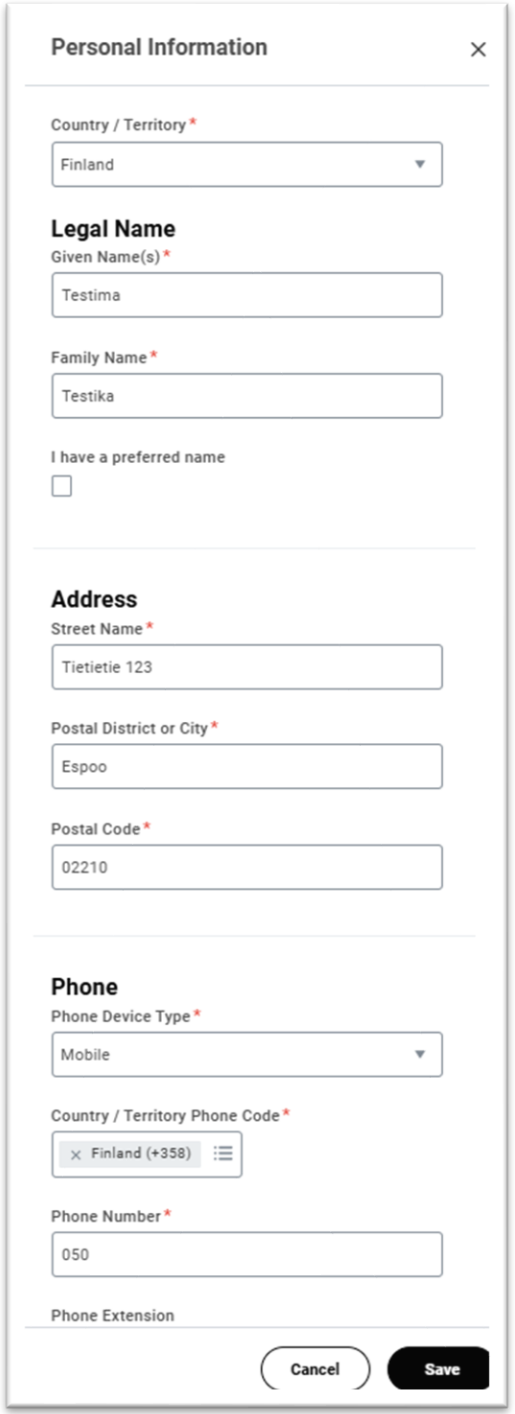
| Job Title | Job Req | My Application Status | Date Submitted | Action |
|---|---|---|---|---|
| Call for Applications: Principal Investigators at ELLIS Institute Finland | R42094 | Not Submitted<br>Created on February 4, 2025 | | ··· |
| ENG Research and Teaching Assistants, Doctoral Researchers, Postdoctoral 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 | 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

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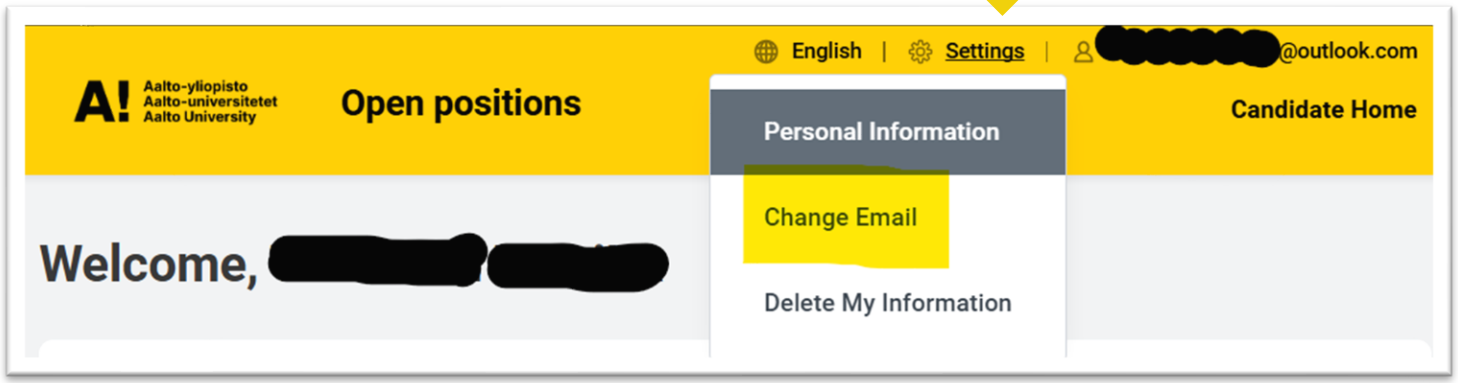
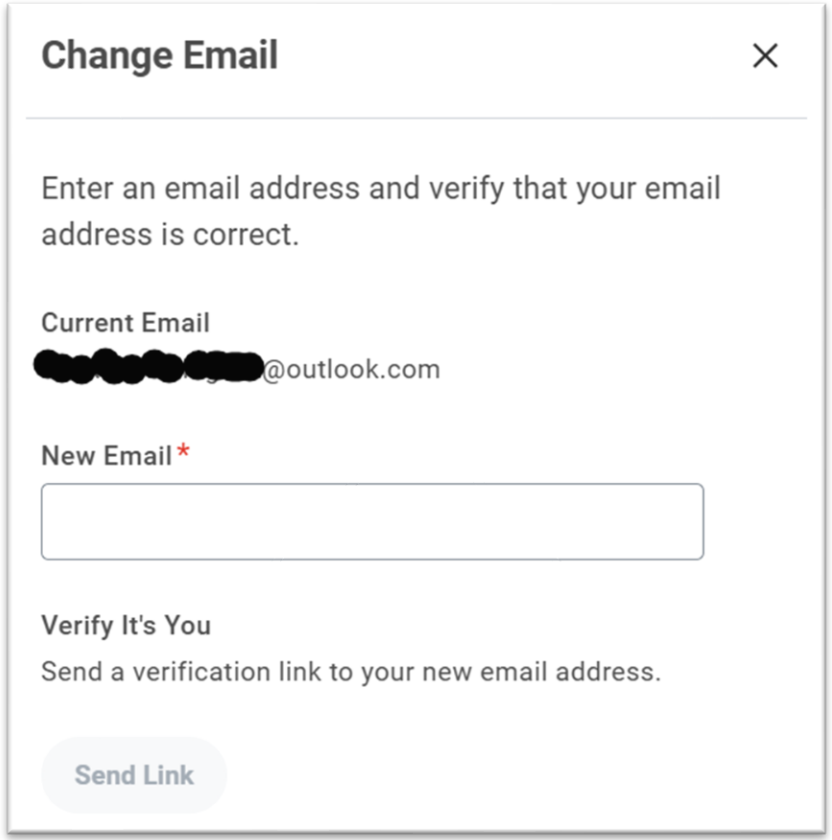
# Updating your email address to Candidate profile



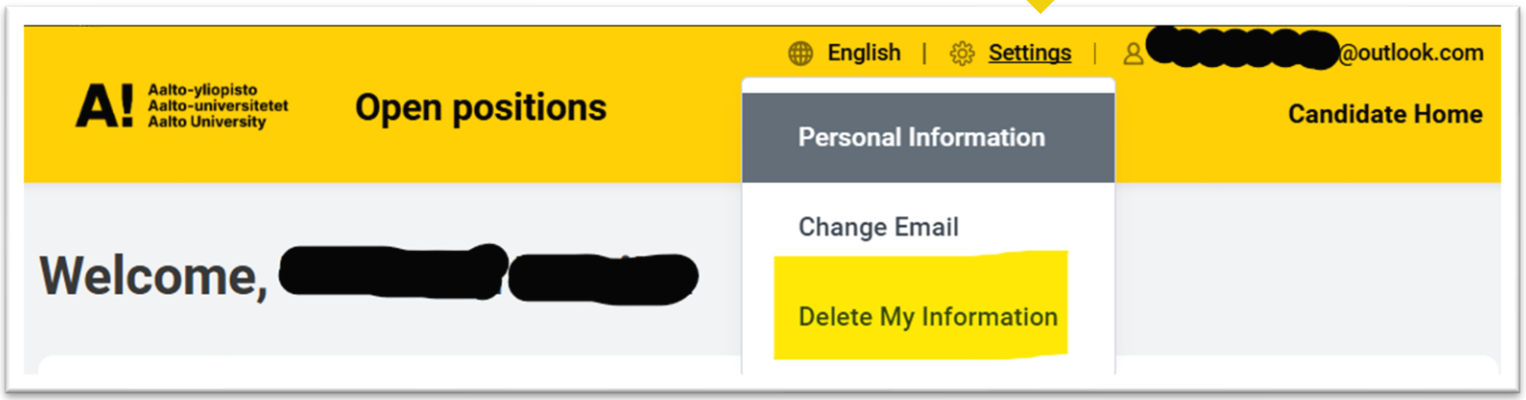



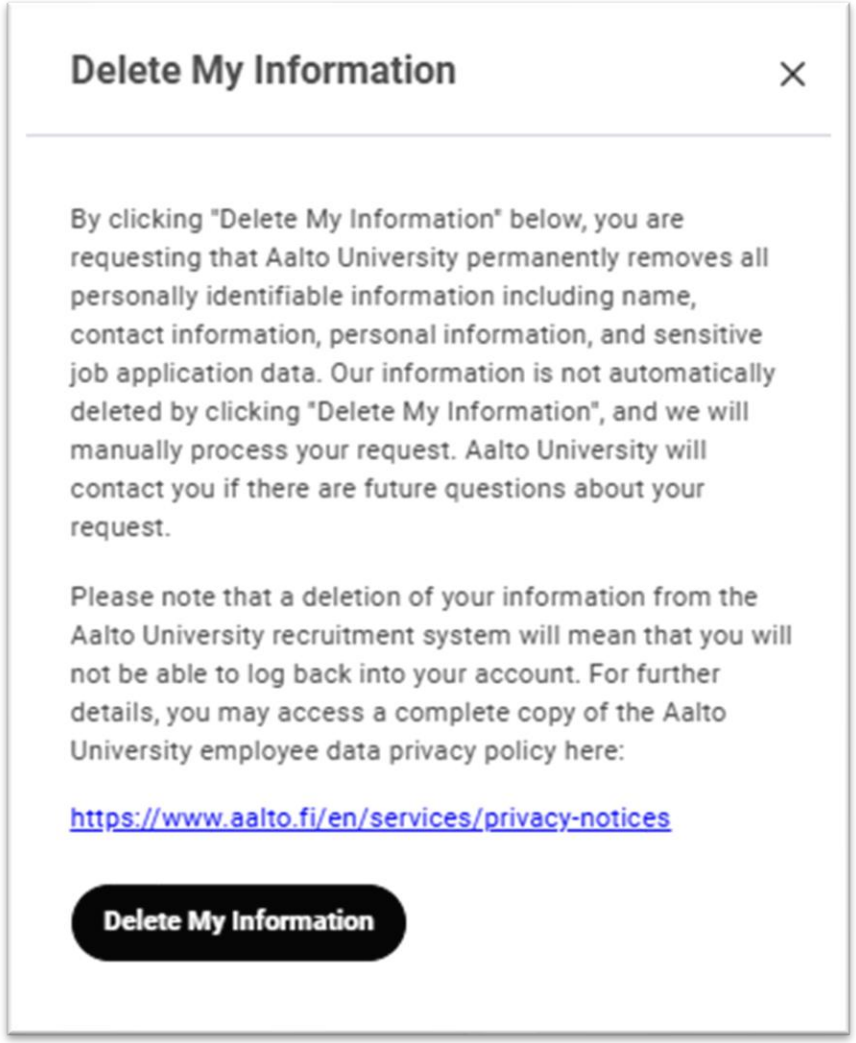

You can update your **email** in your candidate profile.

Upper right corner:

Click Settings → Change Email

# Deleting your information from Candidate profile




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

**Upper right corner: Settings → Delete My Information**

Otherwise, we will remove unused applicant accounts after 1 year and retain job applications for 3 years from the end of recruitment.

A!

Kiitos
**aalto.fi**