



Associate Job Aid

INTERNAL CAREERS

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

Internal Careers

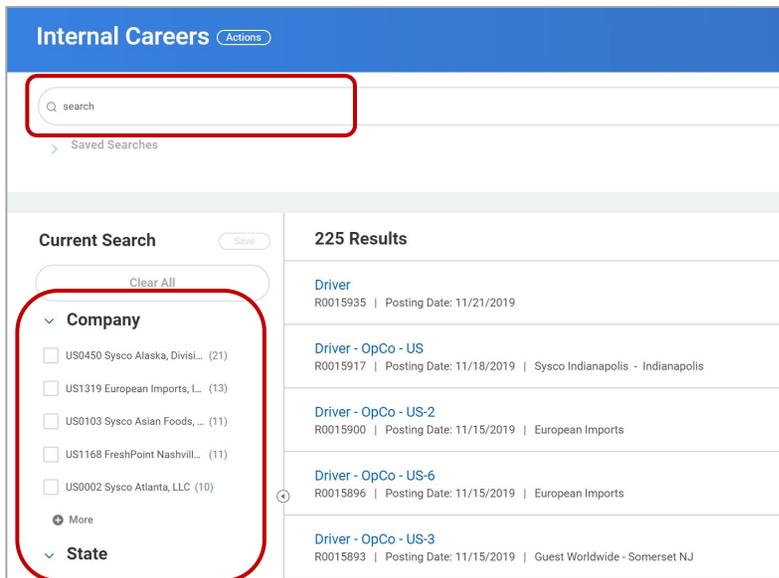
VIEWING POSTINGS AND APPLYING

The Internal Careers section of Workday allows associates to view and apply for internal job postings.

1. Type **Internal Careers** into the search bar and select it from the search results. Or, click the **Career** worklet on the home page, then select **Internal Careers**.



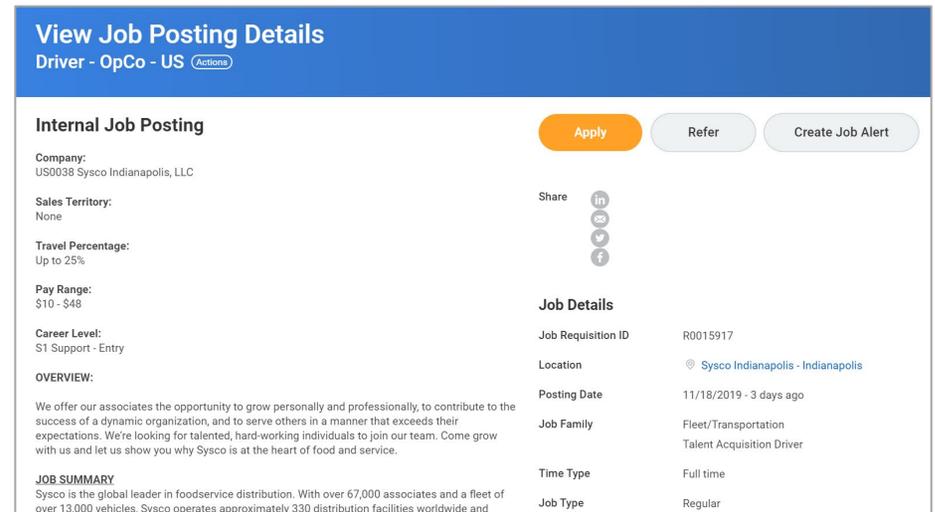
2. All job postings are shown by default, but you can narrow down the results by selecting filter options on the left. You can also use the search bar to search by keyword.



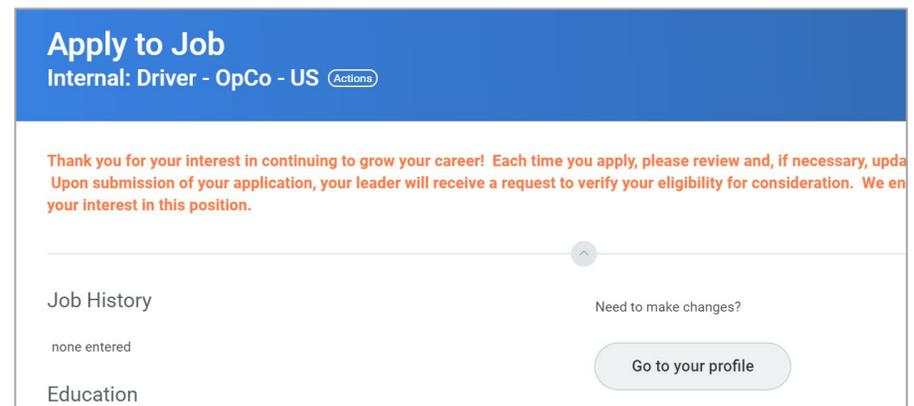
3. Click on a posting to view it.



4. The posting includes a job description, qualifications and more. Click the **Apply** button to apply for the position.



5. Your job history and other information will be pulled in from your profile. (If information is missing, you can click **Go to your profile** and add it.)



Internal Careers

- You may attach documents in the **Resume/Cover Letter** section (optional).
- Complete all required application questionnaires.

Internal Application Questionnaire V4

What is your salary expectation (USD)? Do not include a dollar sign or a comma.

Hourly

Annual Salary

What type of employment are you looking for? (Required)

What is the best time to contact you? (Required)

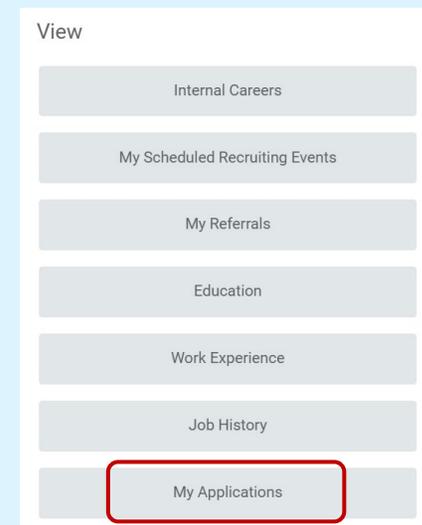
Please provide the best number where Sysco Talent Acquisition can contact you, mobile number is preferred. (Required)

- Click **Submit**, then **Done**.
- The application will be sent to your current manager, who will confirm that you are in good standing.

NOTE: After your manager confirms that you are in good standing, you can track your applications by clicking the **Career** worklet on the home page.



Then click **My Applications** in the View column.



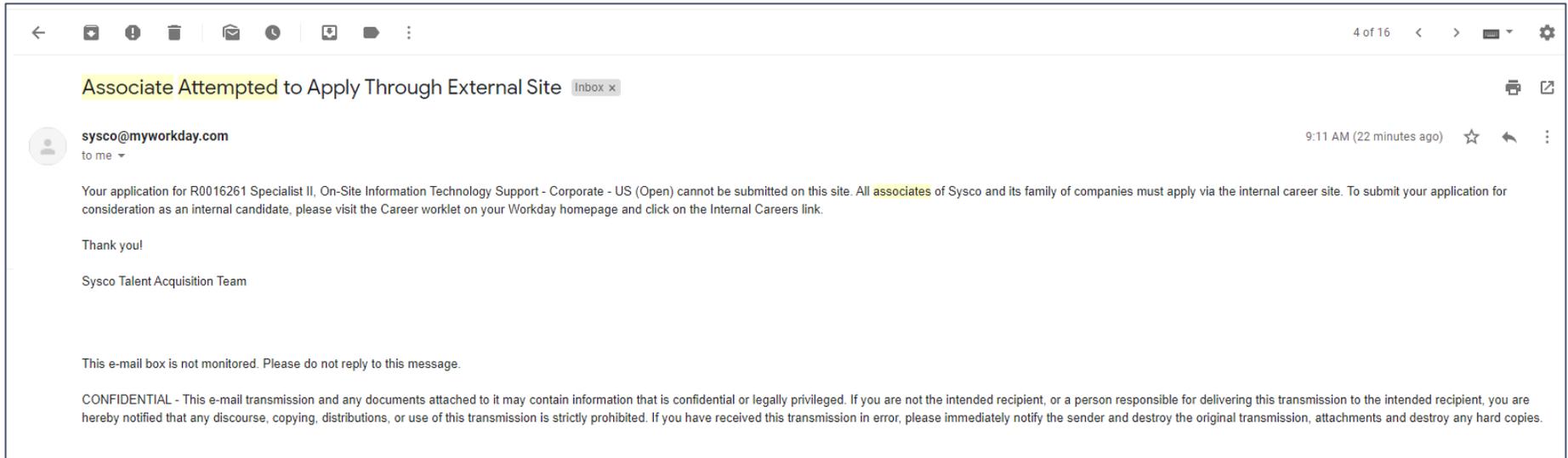
If the **My Applications** button isn't visible, click the **More** link to expand the list.

More (2)

Internal Careers

Internal vs External Applications

Current Sysco associates must apply through the **Internal Careers** section of Workday. If you apply to an external job posting, you will receive an email telling you that your application cannot be submitted.



Internal Careers

REFERRALS

Know someone who might be a good fit for Sysco? Refer them!

1. Click the **Refer** button on any job posting.

View Job Posting Details
Driver - OpCo - US Actions

Internal Job Posting

Company: US0038 Sysco Indianapolis, LLC

Sales Territory: None

Travel Percentage: Up to 25%

Pay Range: \$10 - \$48

Career Level: S1 Support - Entry

OVERVIEW:
We offer our associates the opportunity to grow personally and professionally, to contribute to the success of a dynamic organization, and to serve others in a manner that exceeds their expectations. We're looking for talented, hard-working individuals to join our team. Come grow with us and let us show you why Sysco is at the heart of food and service.

JOB SUMMARY
Sysco is the global leader in foodservice distribution. With over 67,000 associates and a fleet of over 13,000 vehicles, Sysco operates approximately 330 distribution facilities worldwide and

Apply Refer Create Job Alert

Share

Job Details

Job Requisition ID	R0015917
Location	Sysco Indianapolis - Indianapolis
Posting Date	11/18/2019 - 3 days ago
Job Family	Fleet/Transportation Talent Acquisition Driver
Time Type	Full time
Job Type	Regular

OR

Type **Refer a Candidate** into the search bar and select it from the search results.

Search Results 1 items

Tasks and Reports

Refer a Candidate

NOTE: You can view the status of your referrals at any time by clicking the **Career** worklet on the Workday home page, then clicking **My Referrals**.

2. Provide contact information for the person you're referring. Name and email address are required, but you can add phone numbers as well.

Refer A Candidate From Internal Career

Referred by: Frederick Kirstkin

Job: R0015917 Driver - OpCo - US (Evergreen)

Referral Details
Please provide details for the person being referred.

Country *

Name

First Name *

Last Name *

Contact Information

Country Phone Code

Phone Number

Phone Extension

Email *

3. Provide additional information, such as your relationship to this person (optional). You may also attach the person's resume and/or cover letter, if you have it.
4. Click **Submit**.

REFERRAL POLICIES

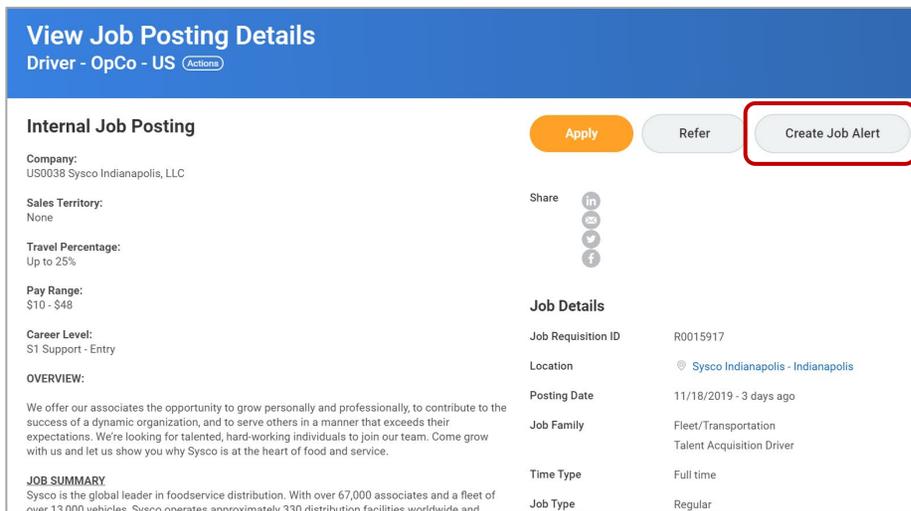
While any associate can refer someone, only some locations offer bonuses for referrals. Please contact your HR Partner for details about referrals at your location.

Internal Careers

JOB ALERTS

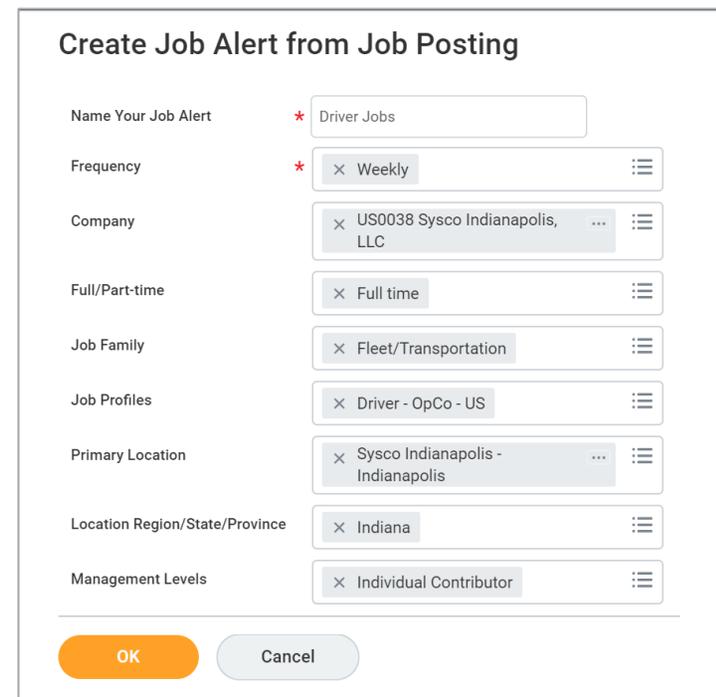
You can use the Job Alert feature to set up automated notifications for jobs you may be interested in.

1. Click the **Create Job Alert** button on any job posting.



The screenshot shows a job posting page titled "View Job Posting Details" for a "Driver - OpCo - US" position. The page includes a blue header with the title and a sub-header "Driver - OpCo - US" with an "Actions" link. Below the header, there are three buttons: "Apply" (orange), "Refer" (grey), and "Create Job Alert" (grey, highlighted with a red box). The main content area is divided into sections: "Internal Job Posting" with "Apply", "Refer", and "Create Job Alert" buttons; "Company" (US0038 Sysco Indianapolis, LLC); "Sales Territory" (None); "Travel Percentage" (Up to 25%); "Pay Range" (\$10 - \$48); "Career Level" (S1 Support - Entry); "OVERVIEW" (text describing the opportunity); "JOB SUMMARY" (text about Sysco's fleet); "Share" (LinkedIn, Facebook, Twitter icons); "Job Details" (Job Requisition ID: R0015917, Location: Sysco Indianapolis - Indianapolis, Posting Date: 11/18/2019 - 3 days ago, Job Family: Fleet/Transportation Talent Acquisition Driver, Time Type: Full time, Job Type: Regular).

2. The **Create Job Alert from Job Posting** pop-up will be auto-filled with information (job profile, location, etc.) from the current posting. You can edit or add to it.



The screenshot shows a "Create Job Alert from Job Posting" pop-up form. The form is auto-filled with information from the current posting. The fields are: "Name Your Job Alert" (Driver Jobs), "Frequency" (Weekly), "Company" (US0038 Sysco Indianapolis, LLC), "Full/Part-time" (Full time), "Job Family" (Fleet/Transportation), "Job Profiles" (Driver - OpCo - US), "Primary Location" (Sysco Indianapolis - Indianapolis), "Location Region/State/Province" (Indiana), and "Management Levels" (Individual Contributor). The form has an "OK" button (orange) and a "Cancel" button (grey).

3. Provide a name for the alert and select the frequency (how often you want to receive alerts).
4. Click **OK**.