This Quick Reference Guide will provide you with instructions on how to find current open roles within the company and how to apply to them.

**Find Current Open Roles**

1) Log into Workday.
2) Select the Career Worklet from the home page.
3) Click on **Find Jobs – ServiceMaster** under the View column.
4) A list of open positions will display on the page. You may use the filters on the left hand side of the page or the keyword search to focus your results.
5) Click on the any open position you are interested in learning more about to view the job description.

**REMEMBER:** You must discuss your interest in applying for an internal role with your current manager prior to applying. You must also have been in your current role for 12 months.

**Apply for an Internal Role**

1) Click on the **Apply** button in the upper right hand corner of the job posting.
2) Click on **Go To Your Profile** if you need to make updates to your Workday profile.
3) Upload your resume.
4) Respond to any pre-screening questions shown on the page.
5) Click **Submit**.

**Check Status of Application**

1) Log into Workday.
2) Click on Careers Worklet.
3) Select **My Applications** from the View menu.