



Human Resources Department

Prospective Employee Application Guide: Workday On-Site Portal

Welcome to the Luna Community College application guide. This document provides step-by-step instructions for prospective candidates submitting applications via our Workday job portal.

If you are completing this process using our on-site Workday kiosk or a designated HR computer, first Open the secure browser on the provided terminal, then follow the instructions below.

If you are completing this process from an off-site location, just follow the instructions below.

Step 1: Accessing the Career Portal

1. From the Luna Human Resources webpage (https://luna.edu/about/administrative_offices/human_resources.php)
2. Select **View Current Job Openings & Apply Online**.
3. Select **Search for Jobs** to view all active external faculty, staff, and administrative openings.
4. Filter by department, location, or job type if necessary, and click on the specific position title you wish to apply for.
5. Click the blue **Apply** button at the top or bottom of the job posting.

Step 2: Creating or Logging into Your Account

To maintain data privacy and track your application status, you must utilize a secure Workday account.

- **First-Time Applicants:** Click **Create Account**. Enter a valid email address and create a secure password.
- **Returning Applicants:** Enter your existing credentials under **Sign In**.
- **Quick Apply Option:** You may choose to select **Apply with LinkedIn** or **Sign in with Google** if you prefer to sync your existing professional profiles.

Step 3: Completing the Application Sections

The Workday system structures the application into five core sections. Please ensure all required fields (marked with a red asterisk *) are completed accurately.

Section	Required Details & Actions
1. My Information	* Select how you heard about the position.

Section	Required Details & Actions
	* Input your full legal name, current address, phone number, and primary email.
2. My Experience	* Manually input or verify your work history (Job Title, Employer, Dates of Employment). * Input your educational background (Degrees earned, Institutions attended). * List relevant professional certifications or licenses.
3. Application Questions	* Answer standard institutional questions regarding legal right to work, background check authorization, and specific minimum qualifications for the role.
4. Voluntary Disclosures	* Complete standard federal equal employment opportunity (EEO) disclosures regarding gender, race/ethnicity, veteran status, and disability status. <i>(Completing this section is voluntary).</i>
5. Review & Submit	* Conduct a final quality check of all data fields. Once submitted, components of the application cannot be modified online.

Step 4: Uploading Required Documents

Luna Community College requires comprehensive documentation for committee review. Workday allows you to upload files directly from the terminal or an external flash drive.

- **Supported File Formats:** PDF (pdf), Microsoft Word (.doc, .docx). *PDF format is highly recommended to preserve document formatting.*
- **Uploading Files:** In the **Resume/CV** upload box, drag and drop your files or click **Select Files** to browse the local computer.

CRITICAL PACKET REQUIREMENTS:

Ensure you attach all documents requested in the specific job posting. A standard packet requires:

1. A comprehensive, updated **Resume or Curriculum Vitae (CV)**.
2. A position-specific **Cover Letter** detailing your qualifications.
3. **Unofficial Transcripts** (if the position requires a degree or specific college credits). *Official transcripts will be mandatory upon hire.*

Step 5: Final Submission & Next Steps

1. Once all sections are complete and documents are attached, click **Submit**.
2. A confirmation screen will appear stating: *"Application Successfully Submitted."*
3. You will receive an automated confirmation email from the Workday system to your provided email address.

HR Support & Assistance

If you experience technical issues with the kiosk terminal, file uploads, or require an accommodation during the on-site application process, please notify the Human Resources front desk.

Office Hours: Monday – Friday, 8:00 AM – 5:00 PM

- **Email Support:** humanresources@luna.edu
- **Main Campus Location:** Las Vegas, New Mexico

