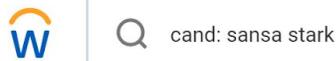




How to view the attachments for a candidate in Workday.

Step 1: Type in the following in the search bar:

cand: *name of candidate (see image below)*



Search Results

Categories

Common

Assets

Banking

Expenses

Financial Accounting

Search Results 1 item

[Sansa Stark \(C0050000\)](#) Candidate

Tip: try selecting another category from the left to see other results

Step 2: Once the candidate's profile pops up, click on the candidate's name. The candidate profile will then open up on the screen. Click on the Attachments tab to view the resume and other documents.

Sansa Stark (Internal) (C006057) Actions
For: R1001077 Coordinator, Kings Landings

Jobs Applied to 1

Step Offer

Source Internal -> Current Employee

Cersei Lannister
Hiring Manager

Petyr Baelish
Recruiter



Overview Recruiting History Screening Interview Questionnaire Results **Attachments** Offer Candidate

Resume / Cover Letter 1 item

Attachment	Comment	
Sansa Stark - Resume.pdf	Sansa Stark Resume	Edit Delete