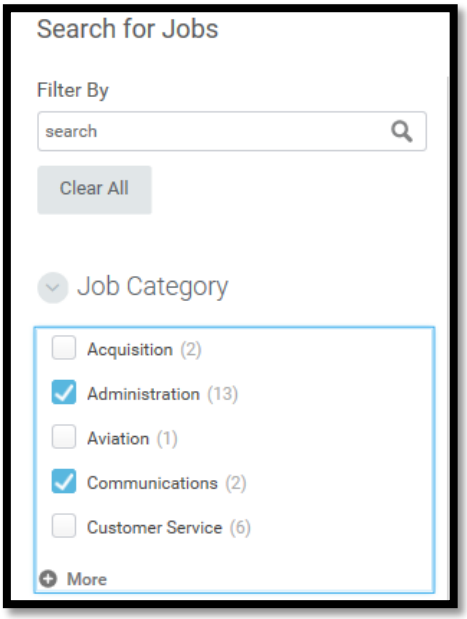
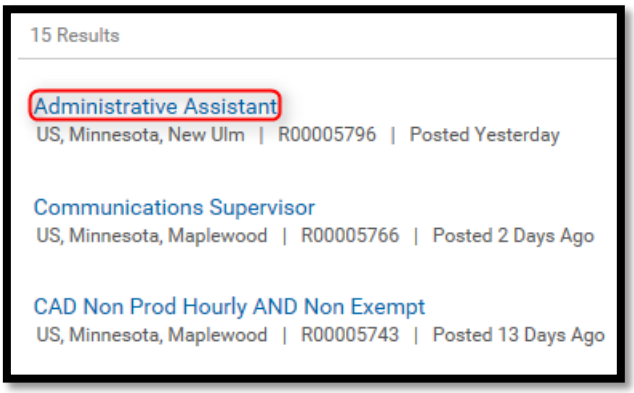
Workday
Apply to a 3M Job Requisition
External Candidate – Job Aid

Introduction

When applying to a 3M job, you will need to create a Workday Candidate Home Account with a valid email address. In the Candidate Home Account you can view the status on previous or existing job applications and complete necessary job application tasks. Follow the instructions below to apply for a 3M job in Workday.

Apply to a 3M Job

Steps	Detail
Navigate to External Career Site	a. Navigate to 3M.com/Careers b. **Search for jobs** and choose appropriate filters such as job category, location, or job type to further refine your search  c. To **view** a requisition, click on the Job Requisition Title 

Steps	Detail
	d. View the job requisition details e. Click **Apply**
Candidate Home Screen	a. If you have an exisiting Candidate Home Account, click **Sign In** and enter your information • **Quick Apply** – Choose whether to use your last application, or upload a new resume (CV) b. If you are a new user, click create account and enter your email address, password, verify the password, and click **Create Account** • **Quick Apply** – Upload your resume (CV) to be used on the application **Note:** The information from your resume will be used to populate work experience, education, skills and languages • Review the **My Information** section to ensure the information displays accurately • Review the **Experience** section to ensure the information displays accurately • Answer any application questions as needed • Review the **Voluntary Disclosures** section and check the box to confirm you have read and consented to the terms and conditions c. Click **Next**
Application Pages	a. Depending on your country, you may see the country-specific screens. Please **review** the content, complete the **required fields** and click **Next** b. **Review** page – Review your application information and click **Submit** • If changes are needed, click the back button to update the information c. Once your application has been successfully submitted, you will receive an acknowledgement popup window
Viewing Status	When you log back into your Candidate Home Account in the future, you will be able to view the status of any applications and complete any related tasks. **Note**: Once you complete a task, it will be removed from your Candidate Home Account

Due to the Workday Release Management process, screen prints and steps are subject to frequent change.