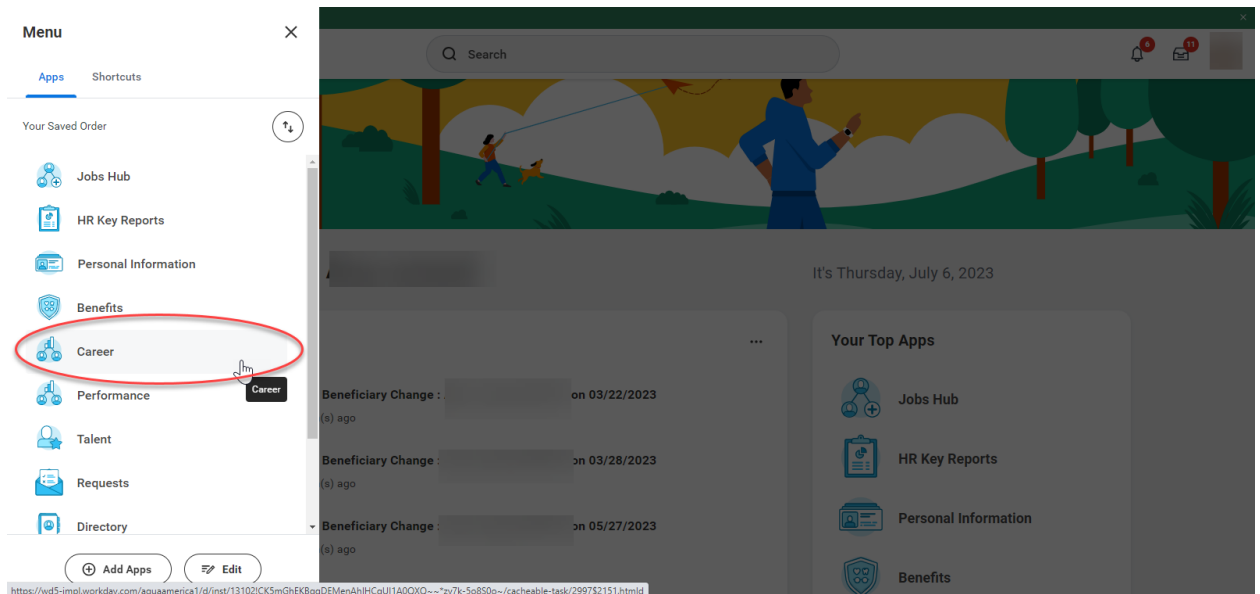


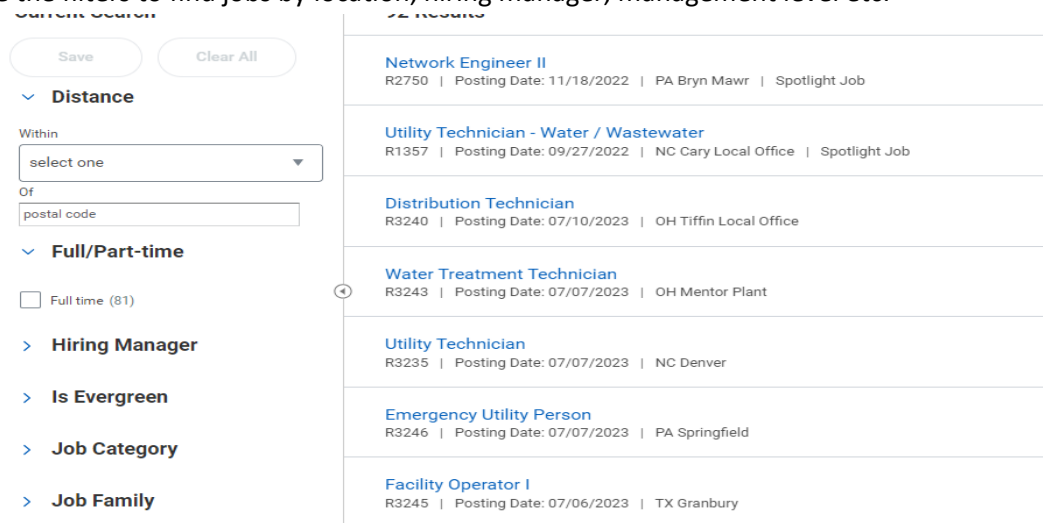
Quick Reference Guide: Apply for a Job in Workday Role: Employee

APPLY FOR A JOB IN WORKDAY

1. Log on to Workday.
2. Click on Menu on the left side of your screen.
3. Choose Career.

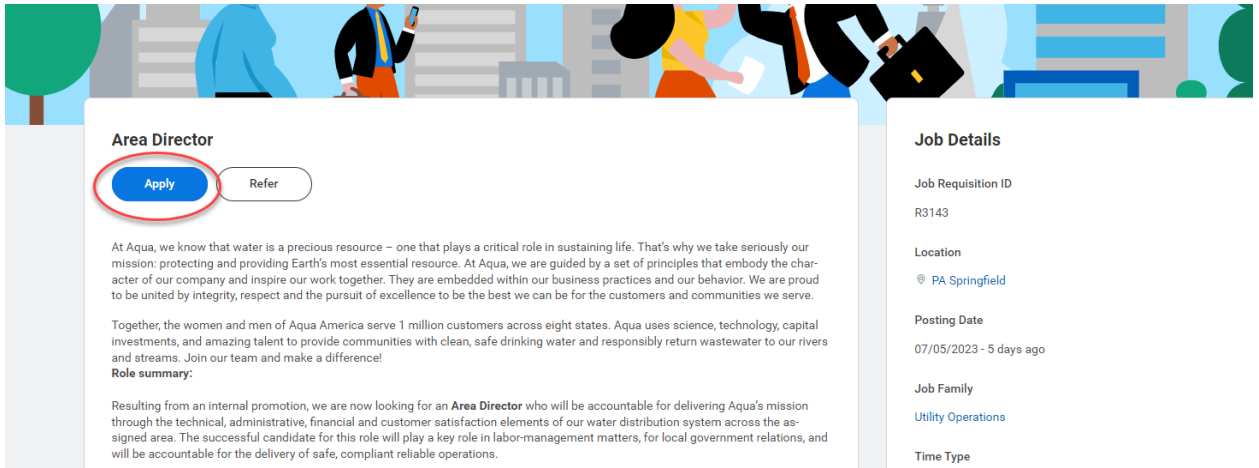


4. Under Actions, choose Find Jobs.
5. The available positions will be listed.
6. Use the filters to find jobs by location, hiring manager, management level etc.



7. Click on the title of the job to review full details of the position.

8. If you would like to apply for the job, click Apply.



The image shows a job posting interface for an "Area Director" position. At the top, there is a navigation bar with an "Apply" button circled in red and a "Refer" button. Below the navigation bar, the job title "Area Director" is displayed. The main content area contains a description of the role, a "Role summary" section, and a "Job Details" sidebar on the right. The sidebar lists the Job Requisition ID (R3143), Location (PA Springfield), Posting Date (07/05/2023 - 5 days ago), Job Family (Utility Operations), and Time Type.

Area Director

[Apply](#) [Refer](#)

At Aqua, we know that water is a precious resource – one that plays a critical role in sustaining life. That's why we take seriously our mission: protecting and providing Earth's most essential resource. At Aqua, we are guided by a set of principles that embody the character of our company and inspire our work together. They are embedded within our business practices and our behavior. We are proud to be united by integrity, respect and the pursuit of excellence to be the best we can be for the customers and communities we serve.

Together, the women and men of Aqua America serve 1 million customers across eight states. Aqua uses science, technology, capital investments, and amazing talent to provide communities with clean, safe drinking water and responsibly return wastewater to our rivers and streams. Join our team and make a difference!

Role summary:

Resulting from an internal promotion, we are now looking for an **Area Director** who will be accountable for delivering Aqua's mission through the technical, administrative, financial and customer satisfaction elements of our water distribution system across the assigned area. The successful candidate for this role will play a key role in labor-management matters, for local government relations, and will be accountable for the delivery of safe, compliant reliable operations.

Job Details

Job Requisition ID
R3143

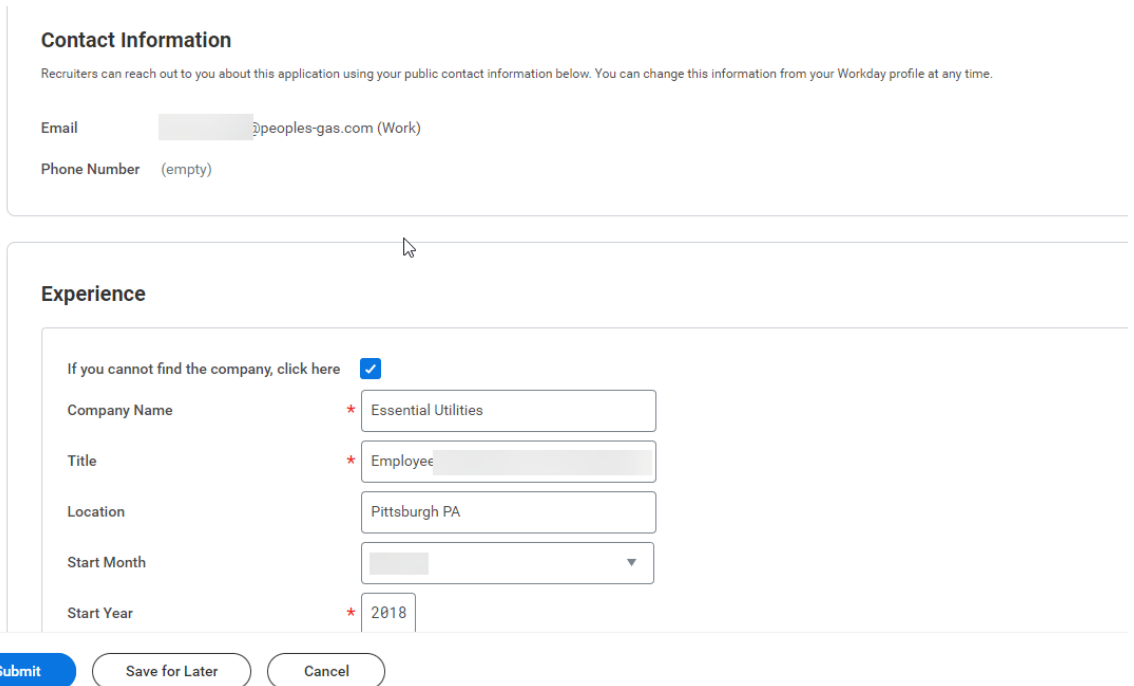
Location
PA Springfield

Posting Date
07/05/2023 - 5 days ago

Job Family
Utility Operations

Time Type

9. If you have already updated your professional profile in Workday, the information will be prepopulated when you click Apply. Click Submit once all of the information is completed.



The image shows a form for providing contact information and experience. The "Contact Information" section includes fields for Email (prepopulated with @peoples-gas.com) and Phone Number (empty). The "Experience" section includes a checkbox for "If you cannot find the company, click here" (checked), and fields for Company Name (Essential Utilities), Title (Employee), Location (Pittsburgh PA), Start Month (dropdown), and Start Year (2018). At the bottom, there are three buttons: "Submit", "Save for Later", and "Cancel".

Contact Information

Recruiters can reach out to you about this application using your public contact information below. You can change this information from your Workday profile at any time.

Email

Phone Number

Experience

If you cannot find the company, click here

Company Name *

Title *

Location

Start Month

Start Year *

[Submit](#) [Save for Later](#) [Cancel](#)