



# Medline Jobs Hub

## Overview

The Job Hubs application provides Medline employees with a personalized experience to access job openings, browse jobs, review job alerts, access submitted applications, and review referrals, all in a centralized location.

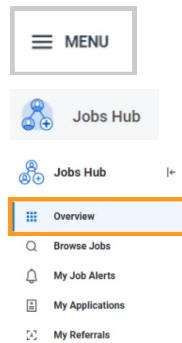
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## How to

### Access the Jobs Hub Application

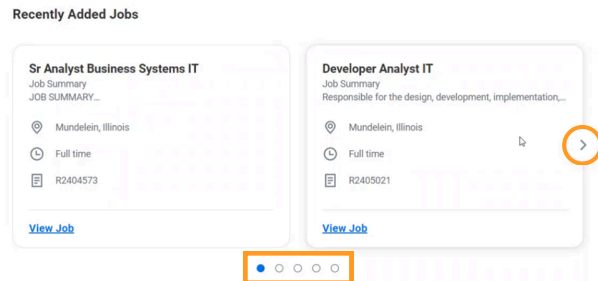
1. Log in to Workday by visiting the URL:  
<https://wd5.myworkday.com/wday/authgwy/medline/login.html>
2. On the Jobs Hub home page, select the **MENU** button in the top left corner to view your list of available applications.
3. Select the **Jobs Hub** application.



By default, you will land on the **Overview** page, which displays the job opportunities that have been most recently added to the system.

### How to Use the Overview Page

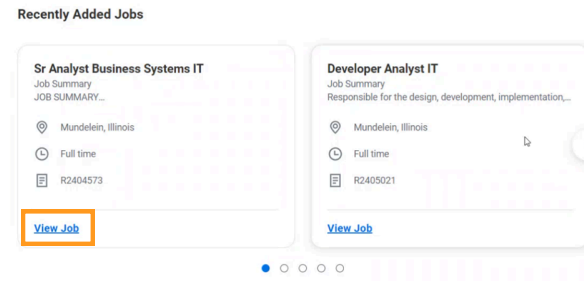
1. The Overview page displays **Recently Added Jobs**. Select the right arrow (also called a chevron button), or the dot indicators, to advance the carousel and view additional job postings.



**Note:** The Jobs Hub can display a maximum of 9 of the most recently added job postings.

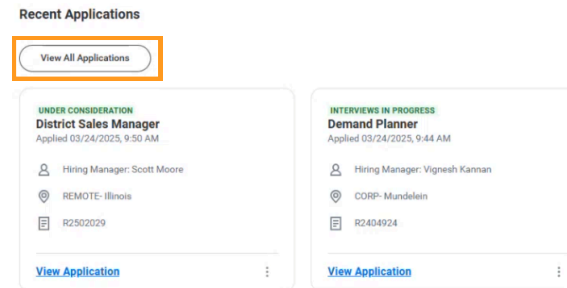
## How to Use the Overview Page – con't

2. Should you identify a job posting that is of interest to you, select the **View Job** link to view the job details.



3. Scroll down the page to the area just below **Recently Added Jobs** to view your **Recent Applications** and their high-level status (e.g. "under consideration").

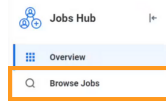
Select the **View All Applications** button to view a list of all your job applications.



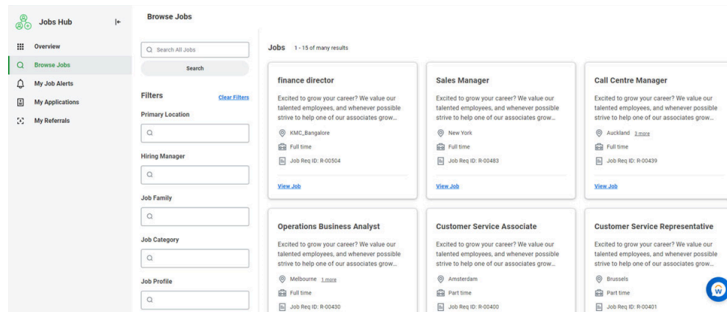
## How to Browse Jobs

On the Browse Jobs page, you can discover internal open jobs. You can also narrow your search using the available filters.

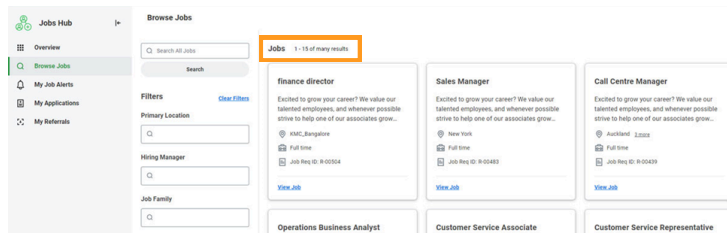
1. From the **MENU**, select the Browse Jobs application.



2. By default, the **Browse Jobs** page will display all available jobs for hire.



**Note:** The Jobs Hub will return a value of '1-15 of many results' if the total number of job postings is greater than 15. The actual total amount of available job postings will not be displayed, but as you advance through the postings, you will be able to view more than 15 open roles.



3. To navigate through the job postings, select the right or left arrows (chevron buttons) found near the bottom of the screen.



1-15 of many results

## How to Search for Jobs

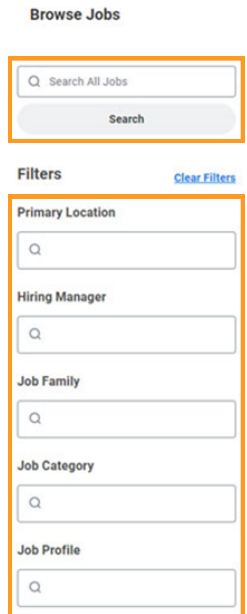
On the Browse Jobs page, you can achieve more targeted results by using the **Search** and **Filters** options.

1. To search all jobs, enter a keyword, term, or phrase in the **Search All Jobs** field. Then, select the **Search** button.
2. To filter the jobs openings, enter keywords, terms, or phrases in any of the appropriate **Filters** fields. You may filter by:

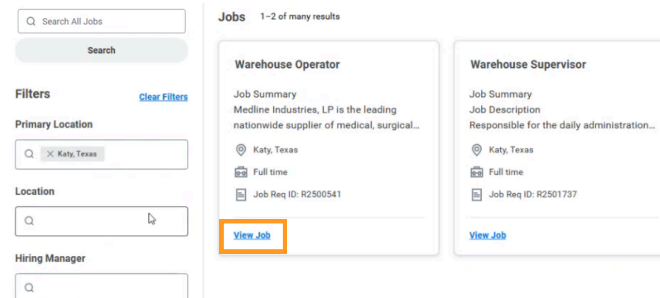
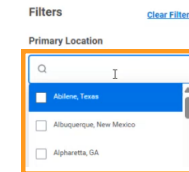
- **Primary Location**
- **Hiring Manager**
- **Job Family**
- **Job Category**
- **Job Profile**

As you enter keywords or terms in the filter fields, dropdown lists will appear to help you make available selections. Select as many filters as you choose for each field.

As you filter the job postings, the list of available job opportunities based upon your selections will update in the right panel.

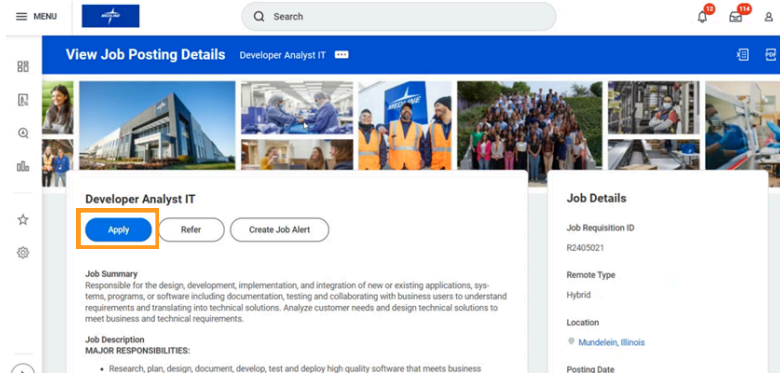


3. To view a specific job's details, select the **View Job** link.



## How to Search for Jobs – con't

- A new window will open, providing detailed information about the role. Scroll down to review the job description, requirements, and additional details such as the hiring manager and recruiter. Select the **Apply** button to start your job application.



- Use the appropriate fields in the **Application Details** section to add your:
  - **Experience**
  - **Education**
  - and **Language**

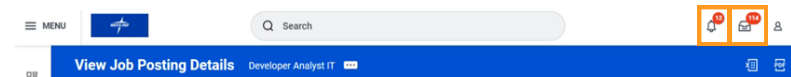
- Then, upload your resume/cover letter or other relevant documents to complete the application process.

## How to Search for Jobs – con't

**Note:** Internal employee information will auto-populate if they have applied via Workday externally, or updated their talent profile as an employee. An employee has an option to check "replace information in my profile with this information" to update their information on the application (this will also update their employee talent profile). Employees also cannot update their contact information in the application. Their contact information will auto-populate as read-only; they must update the information within their employee profile first, prior to applying.

- Your job application should now be complete. You may now:
  - Select the **Submit** button to apply for the role, or
  - Select the **Save for Later** button to save your application as a draft and apply for the job later.

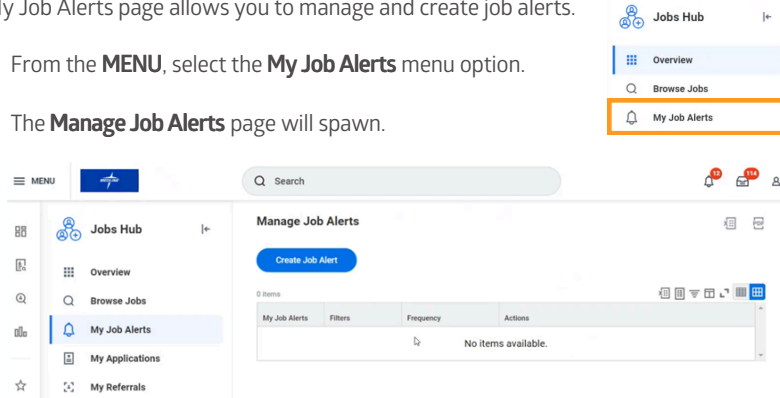
**Note:** To check for notifications on your submitted application(s), select the **Notifications** icon on the top right corner of Workday. You can locate your saved applications by selecting the **My Tasks** icon.



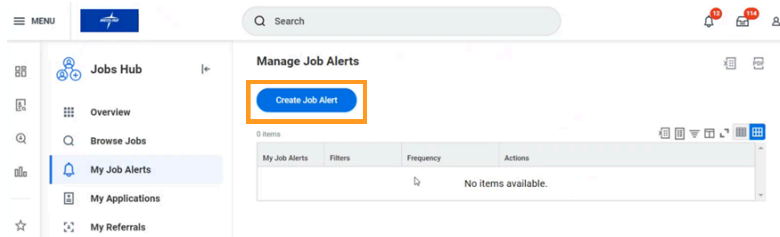
## How to View My Job Alerts

The My Job Alerts page allows you to manage and create job alerts.

1. From the **MENU**, select the **My Job Alerts** menu option.
2. The **Manage Job Alerts** page will spawn.



3. Select the **Create Job Alert** button to create a new job alert.



4. The **Create Job Alert** pop-up screen will appear. Use the form to **Name Your Job Alert** and enter a **Frequency**. Both are required fields.

## How to View My Job Alerts — con't

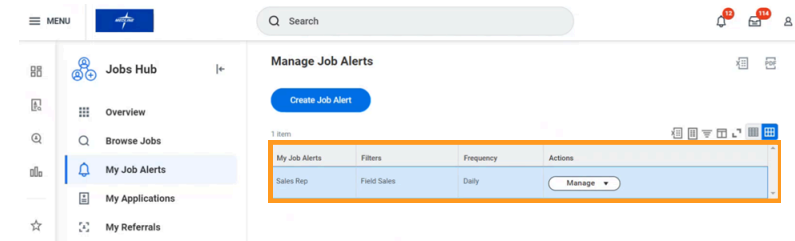
5. You may also use the fields provided to add additional filters for the job alert.

**Note:** You must select at least one job filter.

6. When you are finished with your entries, select the **OK** button.

**Note:** You will receive a Workday notification for each internal job posting that matches the details of the job alert(s) you created.

7. Your new job alert will appear on the **Manage Job Alerts** page.



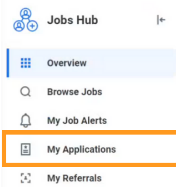


## How to Use My Applications

The My Applications page shows all active and inactive job applications, allows you to view relevant application information, denotes items where action is required, and completed tasks.

1. From the **MENU**, select the **My Applications** menu option.
2. Your applications will be listed on the page. From this list:

- You can use the tabs at the top of the list to view **Active** or **Inactive** applications.
- Applications that have been submitted can be either viewed or withdrawn. Applications that have been withdrawn, rejected, or are ready for hire appear under the **Inactive** tab.
- You refer to the **My Application Status** column to either proceed with or remove applications in the **Draft** status.



My Applications			
Thank you for completing your tasks! We will contact you if additional information is needed.			
Active (2)		Inactive (0)	
Job Title	Job Req	My Application Status	Date Submitted
Human Resource Analyst 2	REQ-105523	Not Submitted	Created on August 16, 2022
Operations & Policy Analyst 2	REQ-105529	Application Under Rev...	August 16, 2022

## How to Use My Applications – con't

3. A task will be assigned to you for any application that requires that you take some action. These tasks can be viewed under the **My Tasks** column of the **Draft** or **Submitted Applications** table.

Drafts 1 item								My Tasks	Manage Application
Last Edited Date	Job Title	Job Requisition	Application Status	Supervisory Organization	Location	Hiring Manager	Recruiter	1	Continue Application Delete Application
03/24/2025	Janitor	R2501808 Janitor	Not Submitted	Jared Ross	OPS- Mount Juliet, TN B01	Jared Ross	Savannah Rogers		

Submitted Applications 2 items							
Submitted Date	Job Title	Job Requisition	Application Status	Supervisory Organization	Location	Hiring Manager	Recruiter
03/24/2025	District Sales Manager	R2502029 District Sales Manager	Under consideration	Scott Moore	REMOTE-Blount	Scott Moore	Ring Wood
03/24/2025	Demand Planner	R264924 Demand Planner	Interviews In Progress	Vignesh Kannan	COBP- Murfreesboro	Vignesh Kannan	Cheryl Corneal Sal Villardita

**Note:** Once the job posting closes, you will no longer have access to view it. Click on the **Job Title** to save a copy for reference if you'd like to be able to refer back to the posting and contact information.

My Applications

Active (3) Inactive (0)

Last Edited Date	Job Title	Job Requisition
03/24/2025	Janitor	R2501808

Submitted Date	Job Title	Job Requisition	Application Status	Supervisory Organization	Location	Hiring Manager	Recruiter
03/24/2025	District Sales Manager	R2502029	Under consideration	Scott Moore	REMOTE-Blount	Scott Moore	Ring Wood
03/24/2025	Demand Planner	R264924	Interviews In Progress	Vignesh Kannan	COBP- Murfreesboro	Vignesh Kannan	Cheryl Corneal Sal Villardita

Job Posting Details

District Sales Manager

Job Requisition: R2502029 District Sales Manager (Open)

Job Family: Field Sales

Start Date: 03/01/2025

End Date: (empty)

Primary Posting: No

Description:

**Job Summary**  
District Sales Manager is responsible for the continued development and success of their sales rep territory. They continue to be eligible for all commissions, splits, bonus, and incentive programs that are aligned to their individual sales territory. Additionally, District managers are responsible for the development and success of the sales plans, strategies, and objectives for their team's division.

**Job Description**  
**CORE JOB RESPONSIBILITIES:**  
1. Meet or exceed established annual sales and strategic goals for their respective division.  
2. District Manager is responsible for providing formal written and verbal feedback to the reps on a regular basis. Including weekly calls, semiannual reps assessments, and periodic progress reports based off of travel days.  
3. Effectively manage all administrative tasks in a timely manner including all required reporting, Medline corporate communication, and compliance policies, etc.  
4. Responsible for creating and developing strong relationships with key decision makers in various levels of these

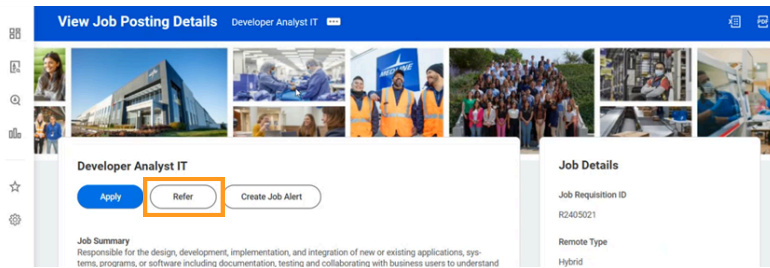


## How to Use My Referrals

My Referrals refers to a section within the Jobs Hub application on Workday where you can view and manage the candidates you have referred for open positions within the company. Medline does offer a referral bonus for each hired referral.

### Create a Referral

1. From a job posting, select the **Refer** button to create a referral. (If the job requisition does not have a **Refer** button, it is not open to external candidates at that time.)



2. When prompted, provide the contact information along with **Relationship Details** for your referral.

### Relationship Details

How do you know this person?

Relationship \*

Direct Colleague

Comments \*

I would like to recommend my friend for the open graphic designer position. Scooby and I interned together at the same ad agency when we were in college, and I can attest to his abilities as an artist. He has a keen insight for color and shape, he's very detail oriented and he values the opportunity to collaborate with others. He has five years of agency experience, and I know he's interested in finding a new home where he can really showcase his skills and grow with the company. He has a great sense of humor and is one of the most dedicated people I know. I'm confident he would be a great addition to the team.

Candidate agrees to being referred \*

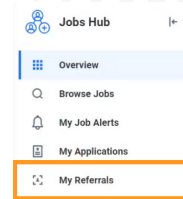
Submit

Cancel

3. Once you submit your referral, an email invitation with a custom URL to apply to the job will be sent for them to visit the Jobs Hub and apply for the role.

## Manage Your Referrals

1. From the **MENU**, select the **My Referrals** menu option.



2. View the 'My Referrals' report on the **My Referral Dashboard** to view the status of your referral in the **Job Application Stage** column.

Candidate	Referred For	Referral Date	Comments	Job Application	Job Application Stage	Spotlight Job
July Test (Referral) (C259413)		03/24/2025		R2400160 Maintenance Tech 12HR AM/PM (Emergent) (Open)	No Longer Under Consideration	Yes
				R2500653 Senior Sales Specialist-Peroperative (Open)	No Longer Under Consideration	
				R2501403 Class A Driver (Open)	Interviews In Progress	
				R2501843 Continuous Improvement Manager (Open)	Offer accepted	
Dan Test (Referral) (C259414)		03/24/2025		R2410054 Warehouse Supervisor (Open)	No Longer Under Consideration	
Mister Test (Referral) (C259426)	R2407779 Senior Product Manager - Lab Diagnostics (Open)	03/31/2025				
Mister Test (Referral) (C259427)		03/31/2025		R2407779 Senior Product Manager - Lab Diagnostics (Open)	Under consideration	

**Note:** If a candidate enters an employee's name on the application as a referral, those referrals will also appear in this list. If the Comments, Job Application and Job Application Stage fields are blank, this means that the candidate was sent an email to apply, but never submitted an application.