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## quick reference guide using Chevron's job posting system



### Create a new candidate profile

1. Access Chevron's job posting system: <https://chevron.wd5.myworkdayjobs.com/jobs>.
2. At the top right of the page, click **Sign In**.



Image 1: *Sign In* button within applicant tracking system

3. A box will display on the screen. Click **Create Account**.
4. Complete the required actions to create an account.
5. Once your account is created, a welcome message will display. On this page, you have two options:
  - a. Click the **Search for Jobs** button to review open positions.
  - b. Click the **Job Alerts** button to set up email notifications. (You will be prompted to sign into your account.)