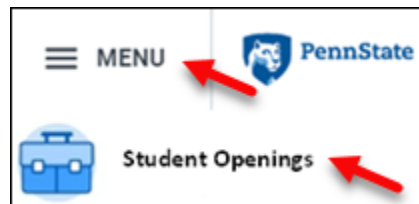


Student Application Process

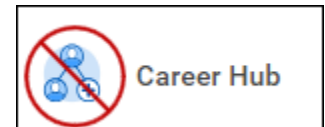
This job aid provides instructions on how Penn State students can apply for part-time, full-time, posted graduate assistantships/fellowships, and work study opportunities at Penn State *for the first time*. *If you are a current student employee, please follow the [internal application process](#) instead.*

Accessing the Career Site

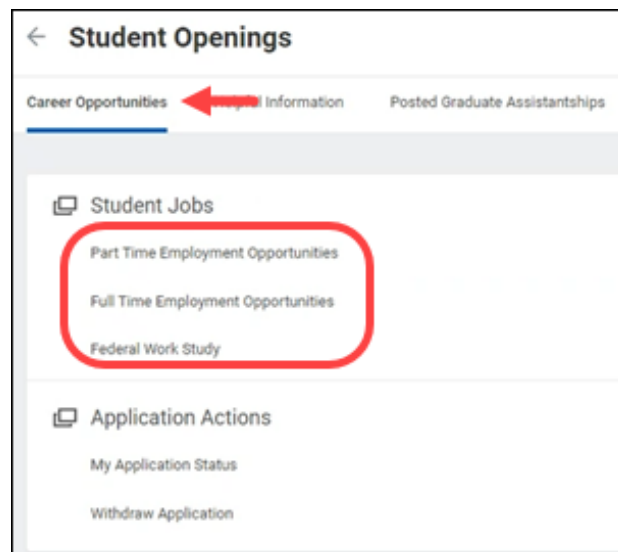
1. Navigate to the [Penn State Human Resources Career page](#).
2. Under the *Penn State Employee & Penn State Student Employment* section, select the **Go to Workday** button.
3. On the Workday homepage, click **Menu** in the upper left corner and select the **Student Openings** app.



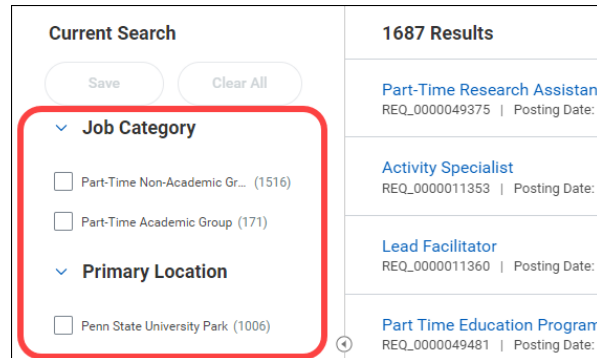
NOTE: Former student workers may see the Career Hub. Do **NOT** select the Career Hub -- the application process will error out for students not *currently* employed at the University.



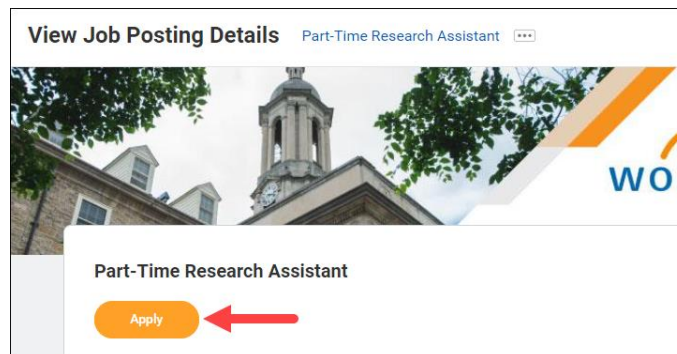
4. On the Student Openings page, be sure the **Career Opportunities** tab is selected. Select one of the available options under **Student Jobs** to see the postings for that job type.



- The Student Career site will load. Use the filters in the left navigation menu to help narrow your results by applying the checkboxes for the type of job(s) you are seeking. These filters will automatically update the list of positions. *If you do not add filters, you will see ALL positions.*



- To view a detailed posting, click on the **Position Title** to view the position details page. If you are interested in the position, click the **Apply** button.



- On the *Quick Apply* tab, you can upload your resume or CV. Drop your files into the drop area or click **Select files**. *This step is optional.* If you'd rather enter your information manually, you can skip this step.
- Click **Next**.

My Experience

Note: If you uploaded your resume in the *Quick Apply* tab, the information on the **My Experience** page will pre-populate. **Review the information that populates for accuracy.**

- Enter your first **Work Experience**. To add additional job history entries, click the **Add** button.
- Enter your **Education** history. To add additional education entries, click the **Add** button.
- Enter your **Skills**, if desired, by typing each skill separated by comma.
- Add your **Languages**, if desired, by clicking the **Add** button. If you add a language, you must select your proficiency from the drop-down menus for each of the skills.
- Upload your **Resume/CV/Cover Letter/Additional Documents**, if desired, by dropping your files in the drop area or clicking **Select files**.
- Click **Next**.

Application Questions

1. Respond to each of the required application questions by using the corresponding drop-down menus.
2. Click **Next**.

Review

1. Review your completed application. If any information is incorrect, click **Back** to make changes.
2. Click **Submit**.