Application Process for External Applications (Non-Penn State Employees)

This document will provide step-by-step instructions for how an external candidate will apply to a Penn State career opportunity.

Searching for Open Positions

1. On the Penn State Human Resources page (https://hr.psu.edu/careers), click on either **Academic & Faculty**, **Staff & Technical Service**, or **Penn State Student** to access the career site.
2. On the career site, several filters will be available to select including: Keyword Search, Job Category, Job Type, Job Location, and Posting Date.
3. These filters will automatically update the list of positions. If you do not add filters, you will see ALL positions.
4. Click on a **Position Title** to view the Workday position details page. If you are interested in the position, click the **Apply** button.

   Have you applied to previous Penn State positions?

   - **No**- Go to Create a New Account section below.
   - **Yes**- Go to Returning Applications section below.
   - **Forgot Password**? Directions are at the bottom of this document.

Create a New Account

1. Click **Create Account.**
2. Enter your **email address.**

   Note: This email address CANNOT be a Penn State email address. If you are a current Penn State employee, you must apply from within Workday. Reference the job aid titled **Employee as Self-Internal application Process** for instructions.

3. Create and enter a password and verify it in the indicated text box.
   a. Your password must include an uppercase letter, lowercase letter, number, and symbol
4. Review our privacy notice and click the checkbox next to **Only select this box if you consent to our terms and conditions.**
5. Click **Create Account.**

Note: You will receive an email after creating your account, requesting you to verify your email address.

6. On the screen, you can upload your resume for a quicker application process. Choose one option to upload your resume:
   a. Drag your resume file onto the Drop file here box
   b. Click on Select files and find the document.
7. Click **Next.**
8. Skip to the Beginning Your Application section below.

Returning Applicants

1. If you have previously applied to a position at Penn State, enter your login information to access the **Candidate Home** page.

   Notes for Returning Applicants:

   - One login can be used for multiple types of positions you apply for. For example, you have applied for staff positions in the past and are now applying for faculty positions.
   - Previously submitted applications and their statuses will be visible
   - If you are returning after a length of time has passed, you may want to review your contact information. Click on the **Update Contact Information** button to review and edit this information.
   - If you have previously applied to a position, your information will carry forward to the new application. By prefilling in your basic information, you will reduce the time you spend applying. However, there are specific fields that are required for EVERY NEW application. These fields will be marked with an asterisk (*). Despite previous details auto-filling aspects of the new application, you will still have the option to edit these details as desired, as well as upload a new resume.
2. Click **Search for Jobs.**
3. Click the **Title** of the position you are interested in. Workday will launch the **View Job Positing Details** screens. If you are interested in the position, click on the **Apply** button.
4. Select either **Use my last application** OR **Upload a new Resume or CV**. If you select to use a new Resume or CV, click on the **Upload button** to upload your resume.
5. Click **Next.**

Beginning Your Application
My Information

1. Enter your name in the **First Name, Middle Name (or intial)** and **Last Name** fields.
2. Enter your mailing address in the **Address Line 1.**
3. In the **City**, **State**, and **Postal Code** fields, enter your address.
4. Your **Email Address** will auto-populate.
5. The United States of America (+1) will also auto-populate in the **Country Phone Code** field. To change this code, click the list icon and begin to type your country. Click the Circle next to the appropriate country.
6. In the **Phone Number** field, enter your **Phone Number.**
7. In the **How Did you Hear About Us?** field, click the list icon. Select the appropriate source and then the appropriate sub-category:

Select whether you have been **previously affiliated** with Penn State. If you select Yes, you will be asked to answer the following questions:

- What was your PSU email? Enter the email you used when you were affiliated with Penn State
- What was your 9-digit PSU ID? Enter your 9-digit PSU ID
- Who was your manager? Enter in the name of your previous manager.

8. Click **Next**.

My Experience

1. You will be able to enter your job history under the **Work Experience heading.** Enter the title you had in the **Job Title** field.
2. Enter the name of the company in the **Company** field.
3. Enter the city and state in the **Location** field.
4. Enter the date you started that job In the **From** field.
5. Click the **I currently work here** checkbox OR **enter the date** you left that position.
6. In the **Role Description** field, provide a brief summary of your job responsibilities.
7. To add additional job history, click the **Add button** to include those additional positions
8. In the **Education** section, type the name of the **School or University** you attended.
   a. Enter the **Degree** you attained.
   b. In the **Field of Study** or **Overall Result (GPA)**, enter this additional information about your education.
9. In the **Skills** section, you may add any professional or personal skills by clicking the list icon in the **Search for a Skill** field, type in a skill and select the **checkbox** next to the skill to add it.

10. In the Languages section, click the **Add** button to add any languages you speak. You will be required to provide the language name and your proficiency in listening, overall, reading, speaking, and writing. You may select that this language is your native language.
11. In the **Resume/CV section**, click the **Upload** button to upload your resume, cover letter, or any other supporting document(s).
12. Under **Websites**, you may add any relevant websites related to your professional qualifications.
13. Click **Next**.

Application Questions

1. In the **Are you at least 18 years of age**? field, click the **Arrow** and select **Yes** or **No.**
2. In the **Are you legally authorized to work in the United States?**, click the **Arrow** and select **Yes** or **No.**
3. In the **Do you now or in the future require immigration sponsorship from Penn State to obtain, retain or extend your authorization to work in the US field?**, click the **Arrow** and select **Yes** or **No.**
4. In the **SERS** or **PSERS** field *, indicate whether you have ever made contributions to those systems by clicking the **Arrow** and selecting **Yes** or **No.**
    a. If you select Yes, you will be required to indicate the retirement system- SERS, PSERS, or both.
    b. Click the **Arrow** and select your previous retirement system.
5. Click **Next**.

Depending on the position for which you are applying, you may need to answer additional questions.

Voluntary Disclosures

These questions are not required and will not be considered in the hiring process or thereafter.

1. In the **Gender** field, click the **Arrow** and select an option.
2. In the **Race/Ethnicity** section, click the **Checkbox** next to all that apply.
3. In the **Veteran Status** field, click the **Arrow** and select an option.
4. In the **Terms and Conditions** section, click the checkbox next to **Yes, I have read and consent to the terms and condition**s.
5. Click **Next**.
6. **Self-Identify**

7. Review the information related to disabilities. Under **Please check one of the boxes below**: select either **Yes**, **No**, or **I don't wish to answer.**
8. In the **Your Name** field, enter your name.
9. In the **Today's Date** field, enter today's date or select from the calendar option.
10. Click **Next.**
11. Review the information provided. Click **Submit**.

You will receive a pop-up when your application is submitted successfully. Click the **X** on the pop up to continue searching for other positions.

Forgot your Password

1. Click on the **Forgot Password** button under Sign In.
2. You will be required to enter your email address and click **Submit.**
3. Check your email for password reset instructions.

View My Submitted Applications

1. If you wish to view any previously submitted applications, please log into your Candidate Home (you can link from the Penn State HR website.)
2. Under the Welcome message, look for the heading **My Submitted Applications**
3. You will see the job posting number and job title, along with when you applied and what your current status. For example, Under Consideration.
4. Click on the **Job Posting Number/Title** to view details.

Title	Description
View My submitted Application	Information you entered on your application.
View Job Posting	Launches the original job posting
Your Tasks	Tasks awaiting you on your application
Withdraw Application	Remove yourself from the applicant pool

Reference Check

If you move forward in being considered for a job opportunity, you may be notified to provide references. You will need to either upload a document listing your references and contact information or complete the reference fields. You'll then have a check box to acknowledge that have either uploaded a document with your reference information or added the information into the Workday fields.

Accepting an Offer

If an offer is being extended to you, you will need to review your offer documents and enter personal information. If you wish to accept the offer of employment, you must print, sign, scan, and upload your offer letter back into your application.

Note: if you are accepting an offer for a part-time or tenure-track position, you will not need to sign, scan, and return your offer letter. Rather, you'll simply acknowledge having accepted the offer within Workday.

1. Click on **Review Offer Documents.**
2. Click on **Offer Letter DATE.pdf**. Your offer letter will download for you to open, print, and sign.
3. Scan it back into your computer.
4. Click **Upload.** Find the document and click **Open.**
5. You may add a comment. Click **OK.**
6. The **Provide Social Security Number** task will automatically open.
7. In the **Country** field, enter the country in which you live.
8. In the **National ID Type**, click the **arrow** and select either **Social Security Number (SSN)** or **U.S. Individual Taxpayer Identification Number (ITIN)**.
   - In the Identification Number field, enter your SSN or Taxpayer ID Number.
   - Click **OK.**
9. The Update Personal Information task will automatically open.
10. In the **Date of Birth** field, enter your date of birth.
11. In the **Gender** field, click the **arrow** and select an option.
12. In the **Citizenship Status** field, click the list icon and select the country of which you are a citizen.
13. Click **OK.**

Process Changes

For questions about the external candidate application process, please contact Penn State Human Resource Services at 814- 865-1473.