

Accepting a Job Offer

This job aid documents the steps for accepting a Penn State job offer. The process differs depending on the position and candidate type. Select the appropriate situation from the list below to jump directly to that section.

External Candidates

- [Full-Time Offer](#)
- [Part-Time Offer](#)

Internal Candidates

- [Full-Time Offer](#)
- [Part-Time Offer](#)

Student Only Candidates

- [Full-Time Offer](#)
- [Part-Time Offer](#)

If you have questions about the application or job offer acceptance process, please contact HR Services at 814-865-1473.

External Candidates

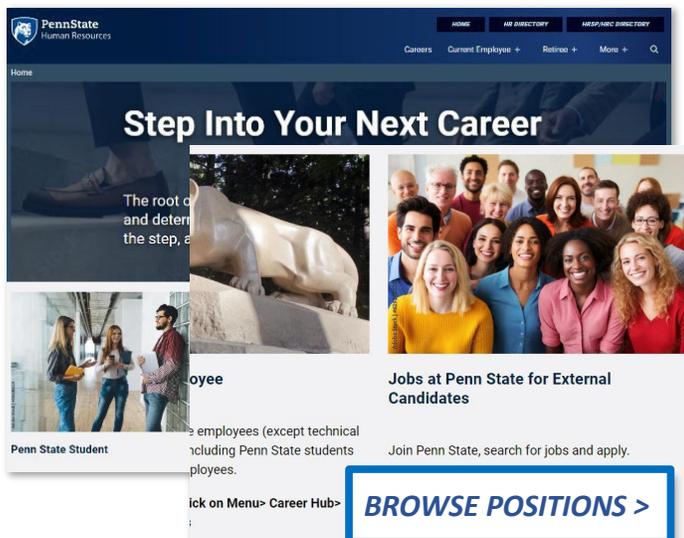
Accepting a Full-Time Offer - External

If an offer is being extended to you, you will need to review and sign 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. Navigate to the [Penn State Careers portal](#) and select the button that matches the type of position to which you applied. You can also use the following direct links:

[Academic & Faculty](#) | [Staff and Technical Service](#)



Academic & Faculty
Academic and Faculty roles are directly involved in teaching and research.



Staff & Technical Services
Staff & Technical Service roles contribute to the various business workings of the University, including operations, administration, and building/maintenance of our facilities.



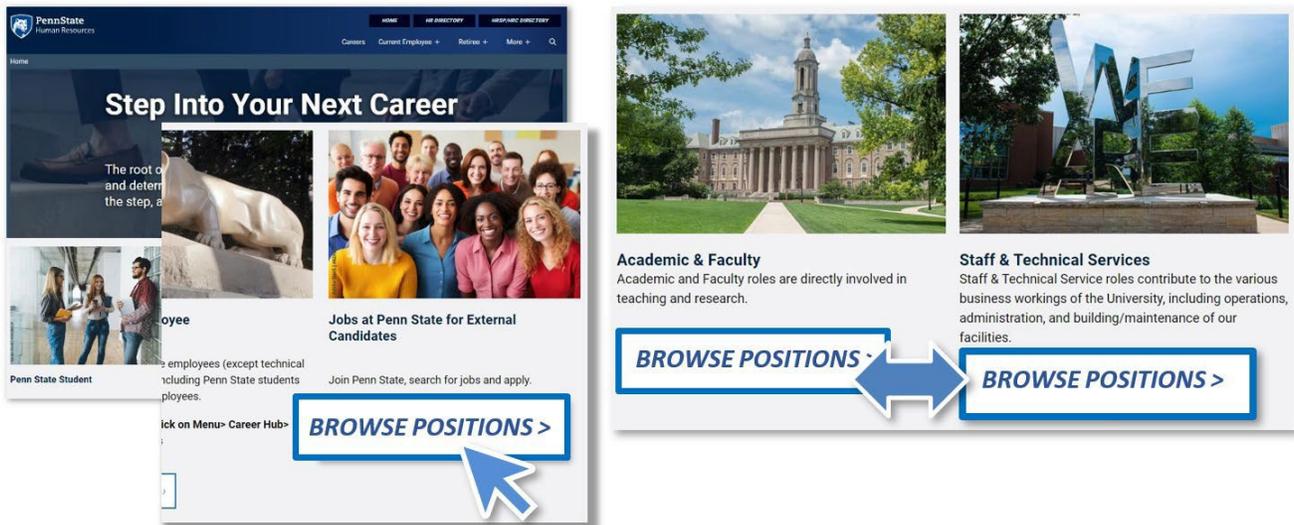
2. If you're not already logged in, click Sign In in the top right corner of the screen. Login using the account information you created during the application process.
3. Once logged in, click Candidate Home in the top right corner.
4. On the Candidate Home page, you will see My Tasks which shows any outstanding tasks requiring your action and My Applications which shows any active applications.
5. If you have been offered a position, your first task will be Review Offer Documents. Click on the blue Review button to get started.
6. On the next screen, click on Offer Letter DATE.pdf. Your offer letter will download for you to open, print, and sign.
7. Scan it back into your computer.
8. Click Upload. Find the document on your computer and click Open.
9. You may add a comment, if desired. Click OK.
10. The Provide Social Security Number task will automatically open.
 - a. In the Country field, enter the country in which you live. (Your United States address)
 - b. In the National ID Type field, click the arrow and select either Social Security Number (SSN) or U.S. Individual Taxpayer Identification Number (ITIN).
 - c. In the Identification Number field, enter your SSN or Taxpayer ID Number.
 - d. Click OK.
11. The Update Personal Information task will automatically open.
 - e. In the Date of Birth field, enter your date of birth.
 - f. In the Legal Sex field, click the arrow and select an option.
 - g. Click OK.

Accepting a Part-Time Offer – External

If a part-time job is being extended to you, you will need to review your Acknowledgement of Employment and enter personal information. If you wish to accept the job, you must acknowledge having accepted the offer within Workday.

1. Navigate to the [Penn State Careers portal](#) and select the button that matches the type of position to which you applied. You can also use the following direct links:

[Academic & Faculty](#) | [Staff and Technical Service](#)



2. If you're not already logged in, click Sign In in the top right corner of the screen. Login using the account information you created during the application process.
3. If you have been offered a position, your first task will be Acknowledge of Employment. Click on the blue Review button to get started.
4. Click on Acknowledgement of Employment DATE.pdf to review the details. It will open in the Workday screen. To download this document, click on the arrow pointing down toward a line in the top right corner. When you are finished reviewing the document, click the back arrow to return to the Acknowledgement task.
5. Click I Agree (if agreed), and add any comments, if applicable. Click OK.
6. The provide Social Security Number task will automatically open.
 - a. In the Country field, enter the country in which you live (Your United States address).
 - b. In the National ID Type field, click the arrow and select either Social Security Number (SSN) or U.S. Individual Taxpayer Identification Number (ITIN).
 - c. In the Identification Number field, enter your SSN or Taxpayer ID Number.
 - d. Click OK.
7. The Update Personal Information task will automatically open.
 - e. In the Date of Birth field, enter your date of birth.
 - f. In the Legal Sex field, click the arrow and select an option.
 - g. Click OK.

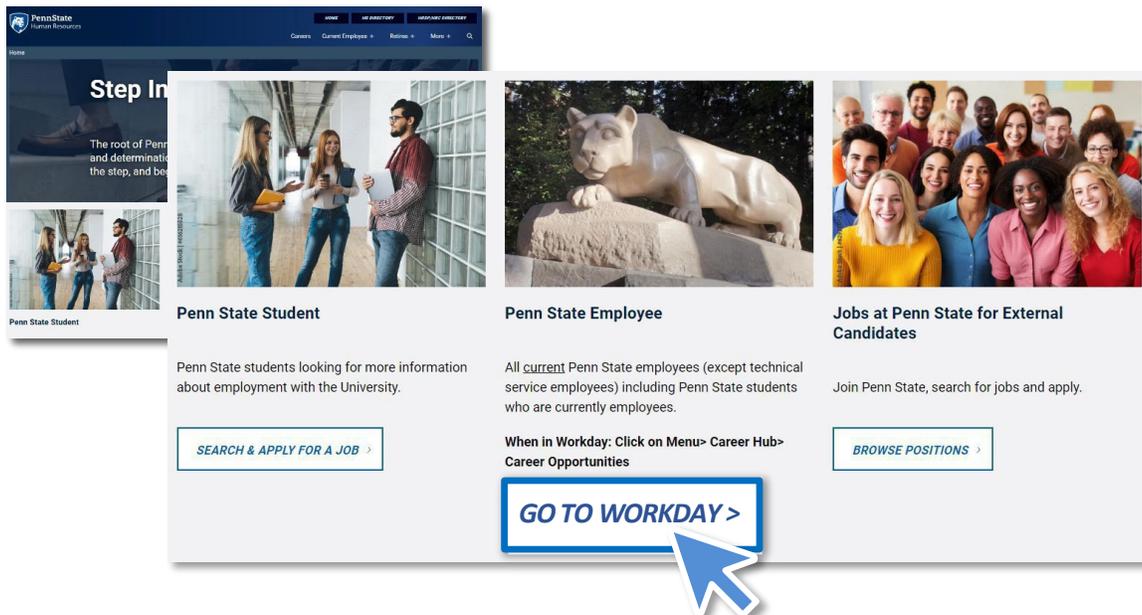
Internal Candidates

Accepting a Full-Time Offer – Internal

If a full-time offer is being extended to you, you will need to review and sign your offer documents. If you wish to accept the offer of employment, you must print, sign, scan, and upload your offer letter back into your application. This acknowledgement will be delivered as a Workday task.

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. Navigate to the [Penn State Careers portal](#) and select the button that matches the type of position to which you applied. You can also use the following direct links:



The screenshot shows the Penn State Careers portal with three main sections:

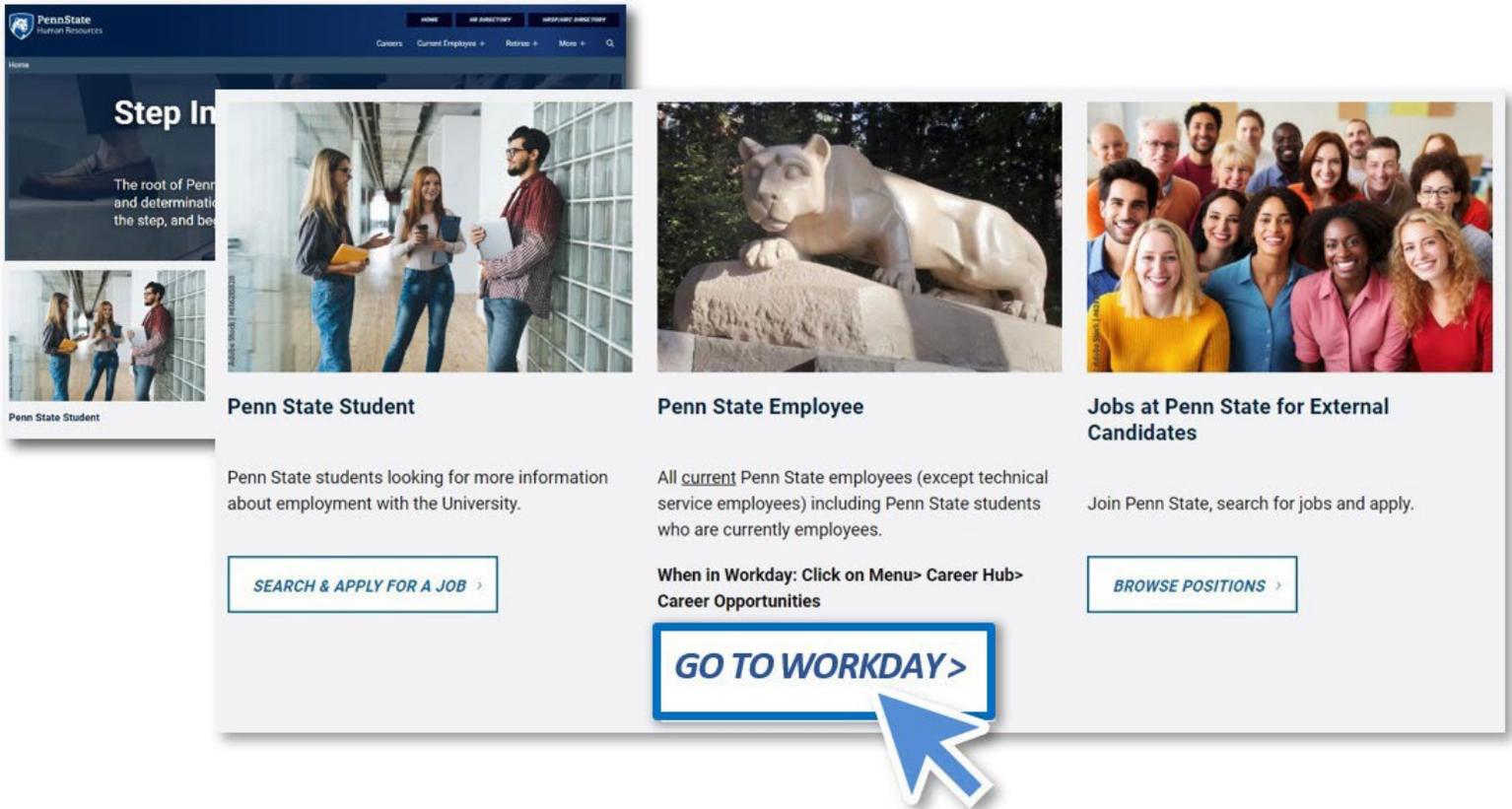
- Penn State Student:** Penn State students looking for more information about employment with the University. Includes a button: [SEARCH & APPLY FOR A JOB >](#)
- Penn State Employee:** All **current** Penn State employees (except technical service employees) including Penn State students who are currently employees. Includes a button: [GO TO WORKDAY >](#) (highlighted with a blue arrow)
- Jobs at Penn State for External Candidates:** Join Penn State, search for jobs and apply. Includes a button: [BROWSE POSITIONS >](#)

2. Sign in using your Penn State identification information.
3. Open the Review Offer Documents task from your Workday Homepage (Awaiting Your Action). If you have more than three recent actions, you may need to navigate to My Tasks in the top right corner of the Workday homepage to view all your tasks.
4. Click on Offer Letter DATE.pdf. Your offer letter will download for you to open, print, and sign.
5. Scan it back into your computer.
6. Click Upload. Find the document on your computer and click Open.
7. You may add a comment, if necessary.
8. Click Submit

Accepting a Part-Time Offer – Internal

Once you have been offered a part-time job within the University, you will need to complete an Acknowledgement of Employment to accept the job. This acknowledgement will be delivered as a Workday task.

1. Navigate to the [Penn State Careers portal](#) and select the button that matches the type of position to which you applied. You can also use the following direct links:



The screenshot shows the Penn State Careers portal with three main sections:

- Penn State Student:** Penn State students looking for more information about employment with the University. Includes a button: [SEARCH & APPLY FOR A JOB >](#)
- Penn State Employee:** All current Penn State employees (except technical service employees) including Penn State students who are currently employees. Includes a button: [GO TO WORKDAY >](#) (highlighted with a mouse cursor)
- Jobs at Penn State for External Candidates:** Join Penn State, search for jobs and apply. Includes a button: [BROWSE POSITIONS >](#)

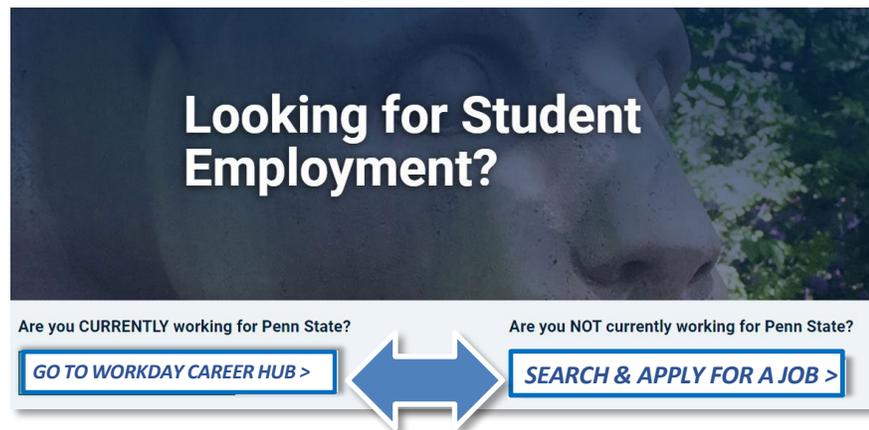
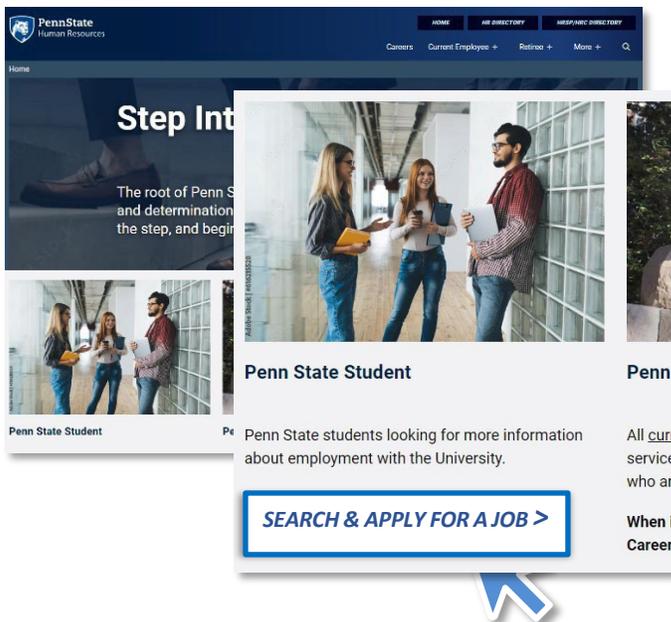
2. Sign in using your Penn State identification information.
3. Open the Acknowledgement of Employment task from your Workday Homepage (Awaiting Your Action). If you have more than three recent actions, you may need to navigate to My Tasks in the top right corner of the Workday homepage to view all your tasks.
4. Click on the Acknowledgement of Employment DATE.pdf to review the details. It will open in the Workday screen. To download this document, click on the arrow pointing down toward a line in the top right corner. When you are finished reviewing the document, click the back arrow to return to the Acknowledgement task.
5. By acknowledging this document, you are accepting the Start Date and that you can fully meet the responsibilities in the job description. If you agree, click the I Agree checkbox.
6. Click Submit.

Student Only Candidates

Accepting a Full-Time Offer – Student Only

If a full-time offer is being extended to you, you will need to review your offer documents. If you wish to accept the job, you must acknowledge having accepted the offer within Workday. The acknowledgement will be delivered to you as a Workday task. You can access the Workday portal through the email you received, or via the [Penn State Careers Page](#) (where you applied) by selecting the [Penn State Student](#) button.

1. Navigate to the [Penn State Careers portal](#) and select the button that matches the type of position to which you applied. You can also use the following direct links:

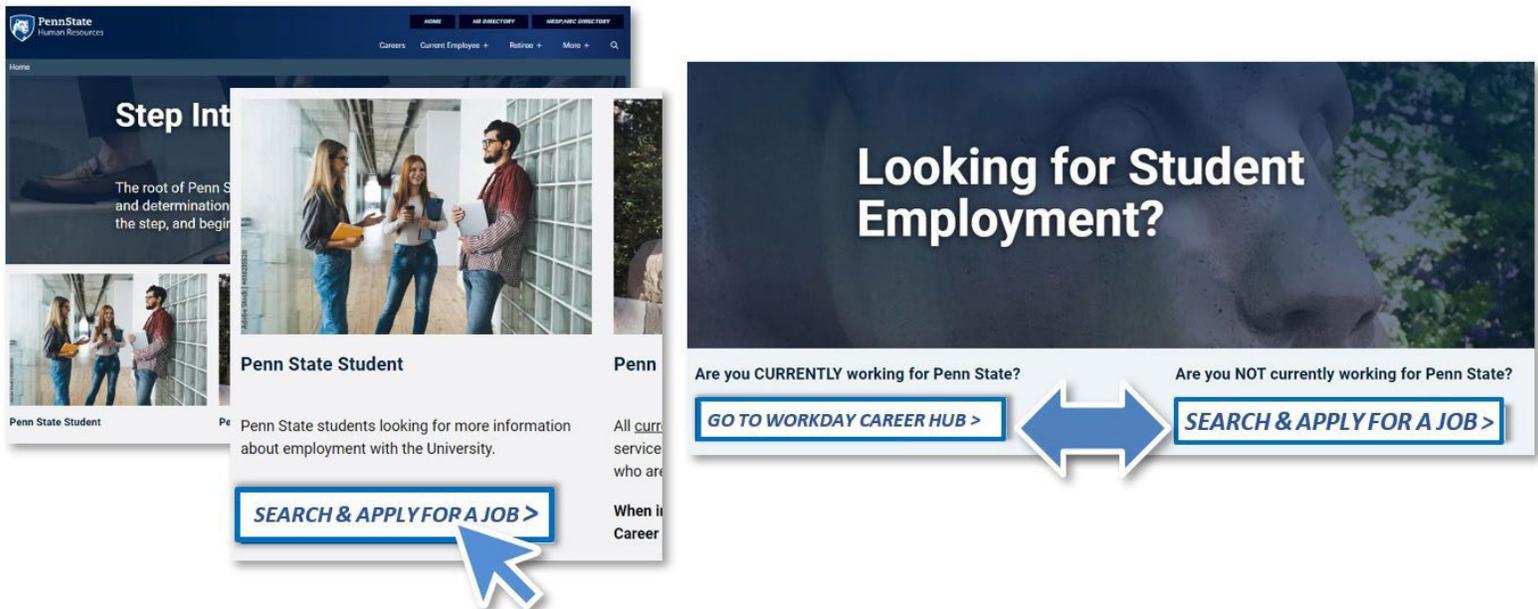


2. Sign in using your Penn State identification information.
3. If you're not already logged in, login using your web access information and two-factor authentication.
4. Open the Review Offer Documents task from your Workday Homepage (Awaiting Your Action). If you have more than three recent actions, you may need to navigate to My Tasks in the top right corner of the Workday homepage to view all your tasks.
5. Click on Offer Letter DATE.pdf. Your offer letter will download for you to open, print, and sign.
6. Scan it back into your computer.
7. Click Upload. Find the document on your computer and click Open.
8. Click Submit.

Accepting a Part-Time Offer – Student Only

If a part-time offer is being extended to you, you will need to review your Acknowledgement of Employment. If you wish to accept the job, you must acknowledge having accepted the offer within Workday. The acknowledgement will be delivered to you as a Workday task. You can access the Workday portal through the email you received, or via the [Penn State Careers Page](#) (where you applied) by selecting the [Penn State Student](#) button.

1. Navigate to the [Penn State Careers portal](#) and select the button that matches the type of position to which you applied. You can also use the following direct links:



The image shows a screenshot of the Penn State Human Resources website. On the left, there is a 'Penn State Student' section with a 'SEARCH & APPLY FOR A JOB >' button highlighted by a blue mouse cursor. On the right, there is a 'Looking for Student Employment?' banner with two buttons: 'GO TO WORKDAY CAREER HUB >' and 'SEARCH & APPLY FOR A JOB >', connected by a double-headed blue arrow.

2. Sign in using your Penn State identification information.
3. If you're not already logged in, login using your web access information and two-factor authentication.
4. Open the Acknowledgement of Employment task from your Workday Homepage (Awaiting Your Action). If you have more than three recent actions, you may need to navigate to My Tasks in the top right corner of the Workday homepage to view all your tasks.
5. Click on Acknowledgement of Employment DATE.pdf to review the details. It will open in the Workday screen. To download this document, click on the arrow pointing down toward a line in the top right corner. When you are finished reviewing the document, click the back arrow to return to the Acknowledgement task.
6. By acknowledging this document, you are accepting the Start Date and that you can fully meet the responsibilities in the job description. If you agree, click the I Agree checkbox.
7. Click Submit.