How to Apply for Jobs at Penn State

The following guide has been optimized for both electronic and printed delivery. If viewing this document electronically, you can click on the displayed icons and hyperlinks to be directed to specific pages and websites.

Before You Begin, Are You...

Student Only

All current students of Penn State University including Federal Work Study Recipients (see page 2)

or

Student & Employee

Current Students of Penn State University that are either part-time or full-time employees (see page 3)

Employee Only

All current faculty, staff, and technical service employees (see page 3)

None of the Above

Non-Penn State Employees: Including but not limited to, Former Students & Employees, Retirees, and Non-Penn State Students (see page 4)
How to Apply as A Student

1) Apply online on the Penn State Career Page.

   Or visit https://www.myworkday.com/psu (see step 3 if using the above website address).

2) Scroll down and select the Penn State Student icon to apply.

   Please Note: In order to apply you will need to login with your Penn State User ID and Password using Two-Factor Authentication (DUO).

3) After signing in you will be directed to Workday. Select the Student Openings Worklet, then select Part Time Opportunities or Student Group (Work Study Jobs) on the right of the career page.

   - Penn State Career Page: https://hr.psu.edu/careers
   - Two-Factor Authentication: https://get2fa.psu.edu/
   - Additional Instructions: https://psuportal.neocaseonline.com/Default.aspx?PageId=1010&secureTid=NM4dZon1EbcZ5QhJa1crCCJ9QxznzpMtrxWmnPP/KqKdcvHX/qBA9LG2whlfFlu
How to Apply as An Employee

1) Apply online through the WorkLion Portal. Or visit https://www.myworkday.com/psu (see step 3 if using the above website address).

Please Note: In order to apply you will need to login with your Penn State User ID and Password using Two-Factor Authentication (DUO).

2) Select Workday from The WorkLion Portal.

3) In Workday, select the Career Worklet, then select Career Opportunities on the right of the career page.

Full-Time Technical Service Employees: Select Internal Bidding in the External Links section to bid on open Technical Service Positions.

- WorkLion Portal: https://worklion.psu.edu/
- Two-Factor Authentication: https://get2fa.psu.edu/
- Additional Instructions: https://psuportal.neocaseonline.com/Default.aspx?PageId=1010&secureTId=3Gkk3JlbO+G PzfE+T/JRcqrF08n2LdOPVKQyhv1v+ckMb6HrfRu0z7r2zBjZd/vvKQ+St4sE2TejQmFrJtA==
How to Apply as A Non-Penn State Employee

**Current Employees or Students:** Current employees (faculty, staff, technical service, or student) at Penn State, need to apply using the **internal application process** (See Page 3). Current students at Penn State seeking employment with Penn State, need to apply using the **student application process** (See Page 2).

1) Apply online on the [Penn State Career Page](https://hr.psu.edu/careers).

2) Select either the **Academic & Faculty** or **Staff & Technical Service** icons to access a listing of current openings.

First Time Applicants, Former Students & Employees, and Retirees: The creation of an **Applicant Account** will be needed to apply, select **Create Account** when applying.

- Penn State Career Page: [https://hr.psu.edu/careers](https://hr.psu.edu/careers)
- Additional Instructions: [https://psuportal.neocaseonline.com/Default.aspx?PageId=1010&secureTId=JeldZUOWSY5bUhU2UyqywRXuA0NJfg39ZaDzg9X5qi7neRa8kQ9YUiiUa/BiQjd](https://psuportal.neocaseonline.com/Default.aspx?PageId=1010&secureTId=JeldZUOWSY5bUhU2UyqywRXuA0NJfg39ZaDzg9X5qi7neRa8kQ9YUiiUa/BiQjd)