How to Apply for Jobs at Penn State

Please carefully review and select your current affiliation with Penn State to see step-by-step instructions on how to apply for jobs at Penn State.

Before You Begin, Are You a...

Student
Current Penn State Student, not currently working for the University see Page 2

Student Worker
Current Penn State Student currently working for the University see Page 4

Employee
Current Penn State faculty, staff, and technical service employees see Page 4

None of the Above
All others, including former Penn State Students, Employees, and Retirees see Page 6
How to Apply as A Penn State Student

Current Penn State Student Workers need to apply using the internal application process outlined on Page 4. Current Penn State students seeking employment at the University need to apply using the process outlined below.

1) Visit the Penn State Careers Page to get started.

2) Scroll down and select Search & Apply for A Job under Penn State Student to navigate to the Student Careers Page as shown below on the right.

3) Carefully review and select one of the following options to be directed to Workday as shown below:
   - All Students (Except Student Workers): Select Go to Workday Student Openings
   - Current Student Workers: Select Go to Workday Career Hub

A Penn State User ID and Password enrolled in Multifactor Authentication (MFA) will be required to sign into Workday.

Continued on next page
4) After signing into Workday, select Menu, then select the Student Openings app as shown on the right.

Former Student Workers may see the Career Hub App in the menu as shown on the right. Do not select the Career Hub App, the application process will error out for students not currently employed at the University.

5) On the Student Openings page, select any of the options (Part Time, Full Time, or Work Study) listed under the Student Jobs section to be directed to a listing of current openings as shown on the right.

From the Career Opportunities page, students can search, select, filter, and apply to openings, as shown below.

Looking for a Specific Job Requisition? Type a Job Requisition number in the search bar between the Career Opportunities header and the Career Opportunities Listings on the Career Opportunities page as shown above. Do not use the search bar in the uppermost center of the page, career listings will not populate when that search bar is used.

For more detailed steps, please refer to the Student Application Process Job Aid.
How to Apply as A Penn State Employee

Employees can also access the Workday Mobile App to search and apply for jobs as well as perform many popular self-service tasks of Workday. See the Penn State Employee Mobile Application Process on page 8 to learn more.

1) Visit the Penn State Careers Page to get started.

2) Scroll down and select Go to Workday under Penn State Employee to be directed to Workday as shown below.

A Penn State User ID and Password enrolled in Multifactor Authentication (MFA) will be required to sign into Workday.

3) After signing into Workday, select Menu, then select the Career Hub app as shown on the right.
4) In the Career Hub app, select **Career Opportunities** to be directed to a listing of current openings as shown on the right.

**Full-Time Technical Service Employees:**
Select **Internal Bidding** under the Suggested Links section to bid on open Technical Service Job Vacancies as shown on the right.

From the Career Opportunities page employees can search, select, filter, and apply to openings as shown below.

**Looking for a Specific Job Requisition?** Type a Job Requisition number in the search bar between the Career Opportunities header and the Career Opportunities Listings on the Career Opportunities page as shown above. **Do not use the search bar in the uppermost center of the page,** career listings will not populate when that search bar is used.

For more detailed steps, please refer to the [Internal Application Process Job Aid](#)
How to Apply Externally

Current Penn State Employees and Students: Employees (faculty, staff, technical service, and student workers) need to apply using the internal application process outlined on page 4. Students need to apply using the student application process outlined on page 2.

1) Visit the Penn State Careers Page to get started.

2) Scroll down and select Browse Positions under Jobs at Penn State for External Candidates to navigate to the External Careers Page as shown below on the right.

3) Select one of the following options to be directed to the career listings page as shown below.
   - Candidates seeking Teaching Opportunities: Select Browse Positions under Academic & Faculty
   - All Other Candidates: Select Browse Positions under Staff & Technical Service

Continued on next page
From the career listings page, candidates can search, select, filter, and apply to openings as shown below.

First Time Candidates Including Former Students & Employees, and Retirees: The creation of a Candidate Account will be needed to apply, select Create Account when applying or prompted to sign in as shown to the right.

For more detailed steps, please refer to the External Application Process Job Aid
Penn State Employee Mobile Application Process

Current Penn State Employees can access the Workday Mobile App to search and apply for jobs as well as perform many popular self-service tasks of Workday.

**Full-Time Technical Service Employees:** The [Technical Service Job Vacancies Site](#) cannot be accessed on a mobile device, see page 4 for instructions on how to access the job vacancies on a computer.

Download and open the **Workday Mobile App** on your mobile device to get started. The QR Code shown on the right can be used to access the Workday app in your app store. A Penn State User ID and Password enrolled in **Multifactor Authentication (MFA)** will be required to sign into the Workday Mobile App.

**Penn State Organization ID:** PSU

1) After signing into the Workday Mobile App select **Careers** as shown on the right. If the app is not shown on the home screen, select **View All**.

2) Select **Find Jobs** and then **Career Opportunities** as shown below to be directed to a listing of current openings.

For additional information, please refer to the [Workday Mobile Job Aid](#)