How to Apply for Jobs at Penn State

This guide has been optimized for both electronic and printed delivery. If viewing this document electronically, you can use the links below to navigate to the specific pages.

Before You Begin, Are You...

Student Only 🧕
Current Penn State Students (including Federal Work Study Recipients) see Page 2.

Student & Employee 🧕-id
Current Penn State Student Workers see Page 4.

Employee Only 🧕
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 shown 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 Browse Positions under Penn State Employee & Student Employment to be directed to Workday. A Penn State User ID and Password enrolled in Microsoft Authenticator will be required to sign into Workday.

3) After signing into Workday, select Menu, then select the Student Openings app shown on the right.

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

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

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

Looking for Specific Job Requisition?
Type a Job Requisition number in the search bar between the Career Opportunities header and the job post listings as shown below. *Do not use the search bar in the uppermost center of the page.*

For more detailed steps, please refer to the Student Application process job aid.

Additional Resources
- Penn State Careers Page: [https://hr.psu.edu/careers](https://hr.psu.edu/careers)
- Workday: [https://www.myworkday.com/psu](https://www.myworkday.com/psu)
- Multifactor Authentication (MFA): [https://accounts.psu.edu/mfa](https://accounts.psu.edu/mfa)
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 Browse Positions under Penn State Employee & Student Employment to be directed to Workday as shown below. A Penn State User ID and Password enrolled in Microsoft Authenticator will be required to sign into Workday.

3) After signing into Workday, select Menu, then select the Career Hub app shown on the right.

Continued on next page
4) In the Career Hub, select Career Opportunities on the left to be directed to a listing of current openings.

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

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

**Looking for Specific Job Requisition?** Type a Job Requisition number in the search bar between the Career Opportunities header and the Career Opportunities Listings as shown below on the Career Opportunities page. *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 Application Process for Internal Candidates job aid.

**Additional Resources**

- **Penn State Careers Page:** [https://hr.psu.edu/careers](https://hr.psu.edu/careers)
- **Workday:** [https://www.myworkday.com/psu](https://www.myworkday.com/psu)
- **Multifactor Authentication (MFA):** [https://accounts.psu.edu/mfa](https://accounts.psu.edu/mfa)
- **Technical Service Job Vacancies:** [https://app.ohr.psu.edu/technicalservice](https://app.ohr.psu.edu/technicalservice)
How to Apply Externally

If you are a current Penn State Employee or Student: Employees (faculty, staff, technical service, and student workers) need to apply using the **internal application process** shown on page 4. Students need to apply using the **student application process** shown on page 2.

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

2) Scroll down and select **Browse Positions** either under **Academic & Faculty** or **Staff & Technical Service** to access a listing of current openings as shown below.

From the career listings page, applicants can search, select, filter, and apply to openings.

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

For more detailed steps, please refer to the Application Process for External Candidates job aid.

Resources

- Penn State Careers Page: https://hr.psu.edu/careers
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 on the left can be used to access the Workday app in your app store. A Penn State User ID and Password enrolled in Microsoft Authenticator 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.

**Resources**
- Technical Service Job Vacancies: [https://app.ohr.psu.edu/technicalservice](https://app.ohr.psu.edu/technicalservice)
- Multifactor Authentication (MFA): [https://accounts.psu.edu/mfa](https://accounts.psu.edu/mfa)