



# How to Apply for Jobs at Penn State

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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...

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### Student

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

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### Student Worker

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

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### Employee

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

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### None of the Above

All others, including former Penn State Students, Employees, and  
Retirees see **Page 6**

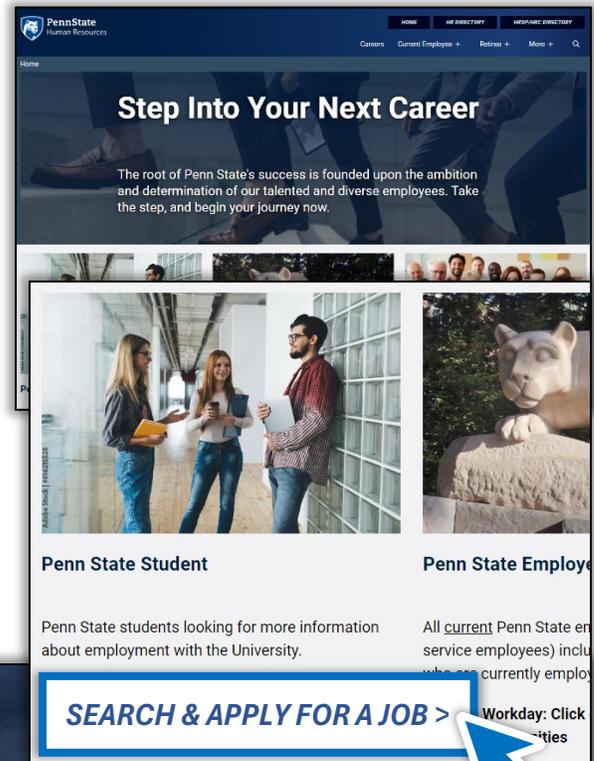
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# How to Apply as A Penn State Student

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](#)



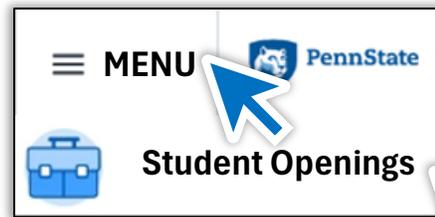
The graphic features a large, dark background with a close-up of a person's face. The text 'Looking for Student Employment?' is prominently displayed in white. Below this text are two buttons with blue borders and white text. The left button says 'Are you CURRENTLY working for Penn State?' and 'GO TO WORKDAY CAREER HUB >'. The right button says 'Are you NOT currently working for Penn State?' and 'GO TO WORKDAY STUDENT OPENINGS >'. A large blue double-headed arrow is positioned between the two buttons, indicating a choice between the two options.

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

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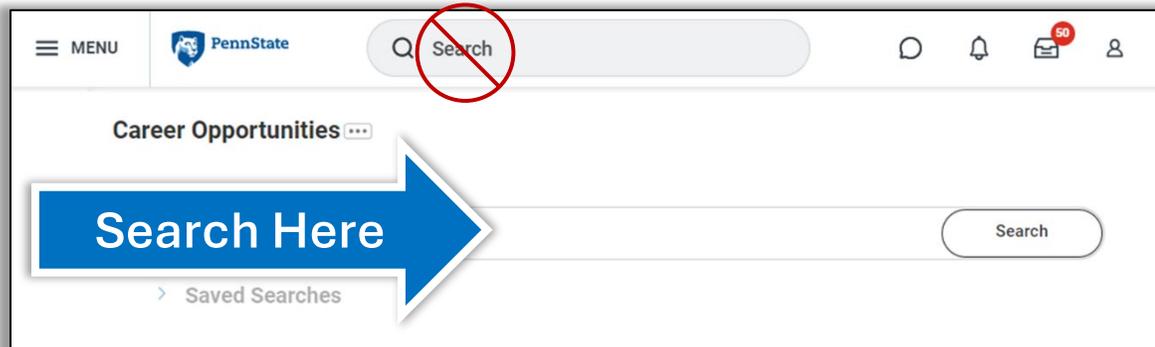
- 4) After signing into [Workday](#), select **Menu**, then select the **Student Openings** app as shown on the right.

*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.



<b>Penn State Student</b>	<b>Penn State Employee</b>	<b>Jobs at Penn State for External Candidates</b>
Penn State students looking for more information about employment with the University.	All <u>current</u> Penn State employees (except technical service employees) including Penn State students who are currently employees.	Join Penn State, search for jobs and apply.
<a href="#">SEARCH &amp; APPLY FOR A JOB &gt;</a>	When in Workday: Click on Menu> Career Hub> Career Opportunities	<a href="#">BROWSE POSITIONS &gt;</a>
<a href="#">GO TO WORKDAY &gt;</a>		

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.

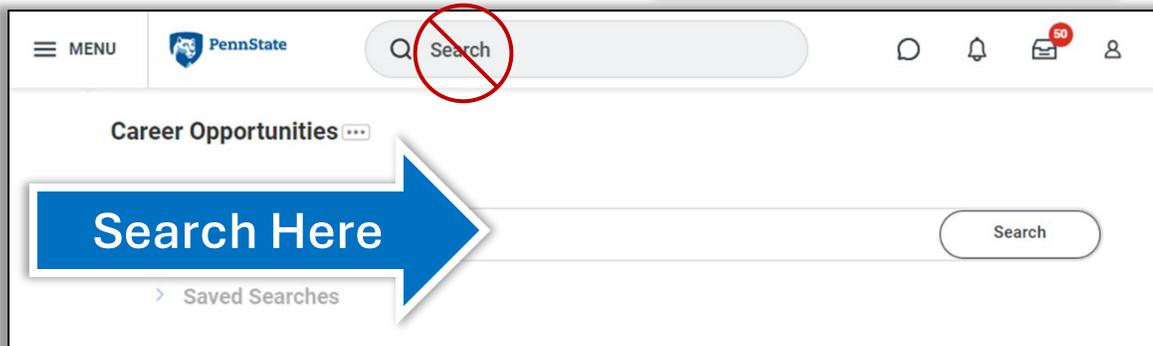
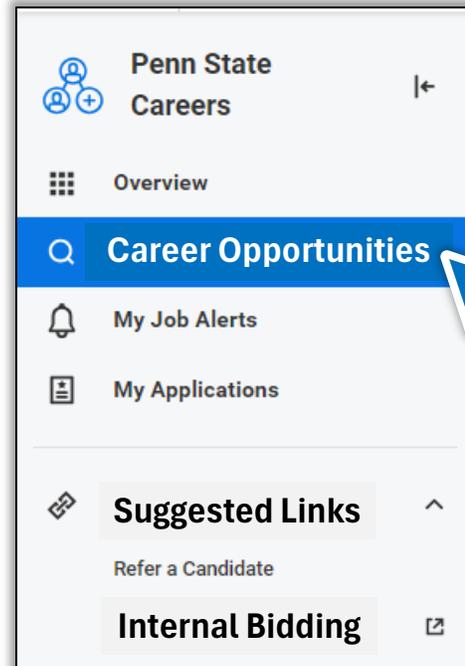


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- 4) In the Career Hub app, select **Career Opportunities** to be directed to a listing of current openings *as shown on the right*.

**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.

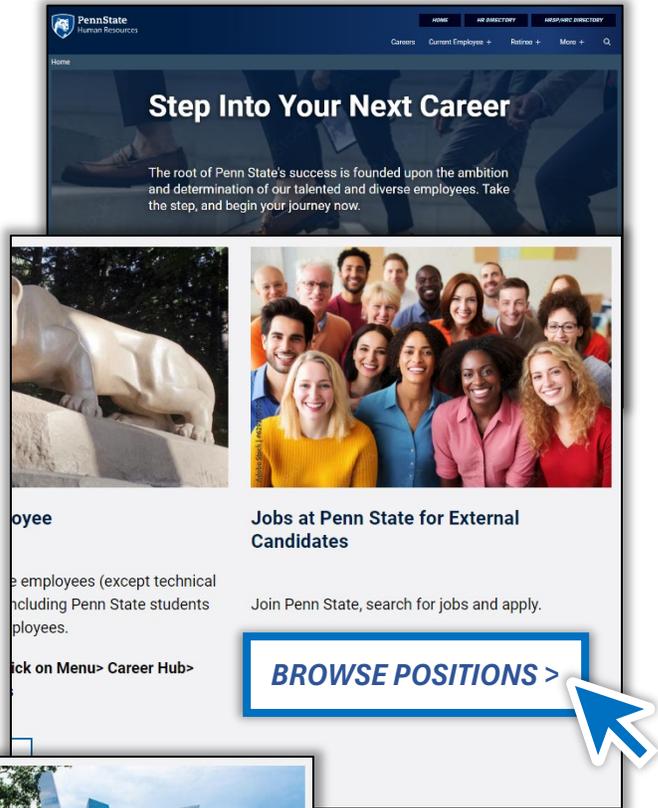
For more detailed steps, please refer to the [Internal Application Process Job Aid](#)



# 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**.

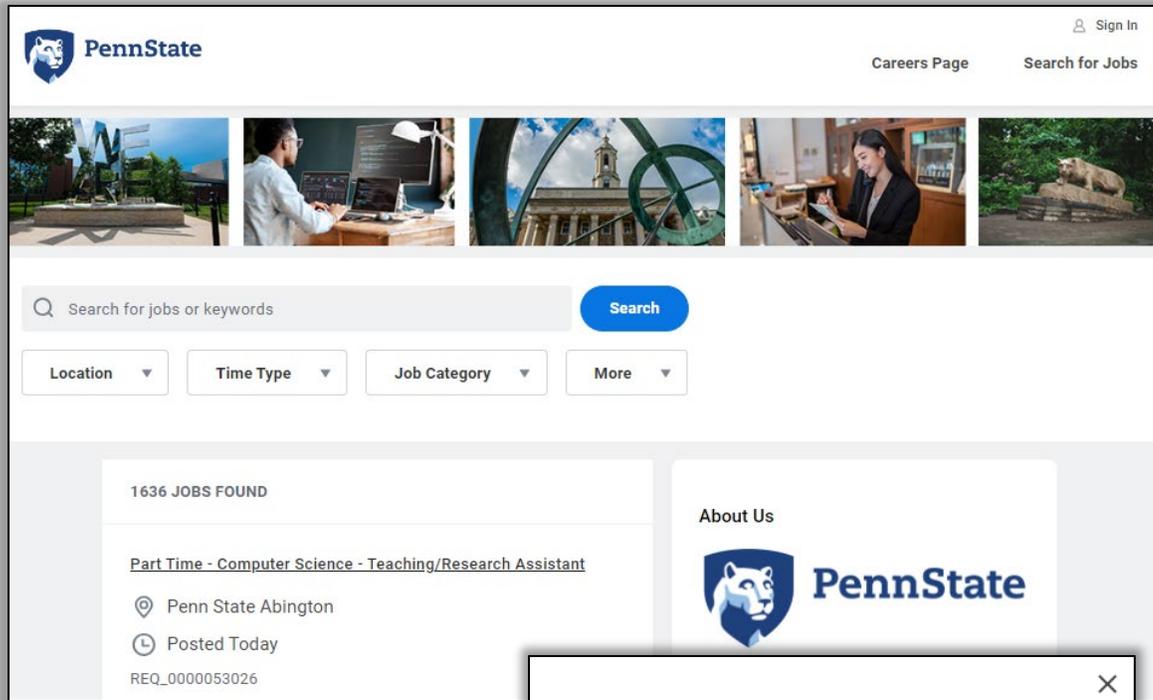
- 1) Visit the [Penn State Careers Page](#) to get started.
- 2) Scroll down and select **Browse Positions** under **Jobs at Penn State for External Candidates** to navigate to the [External Careers Page](#) as shown below on the right.
- 3) Select one of the following options to be directed to the career 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](#)



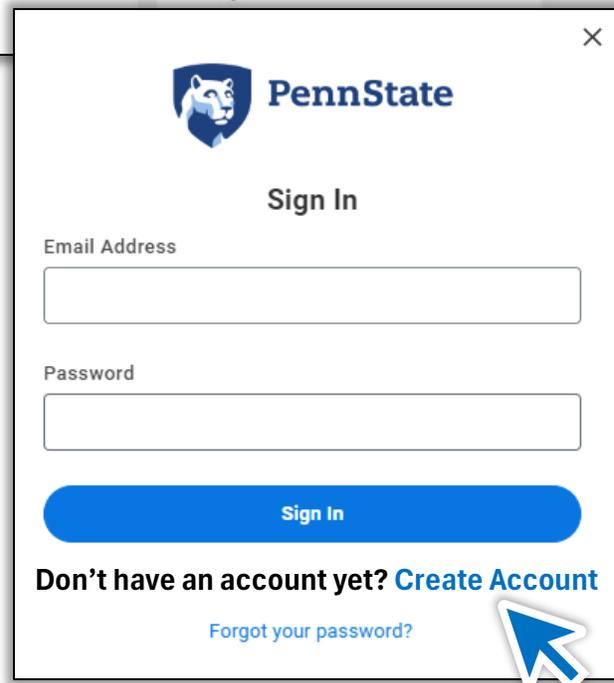
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From the career listings page, candidates can search, select, filter, and apply to openings *as shown below*.



**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.



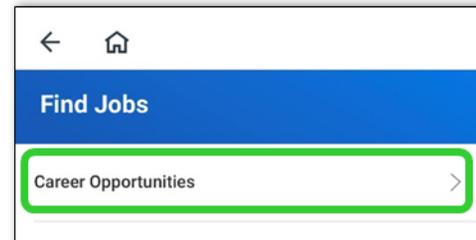
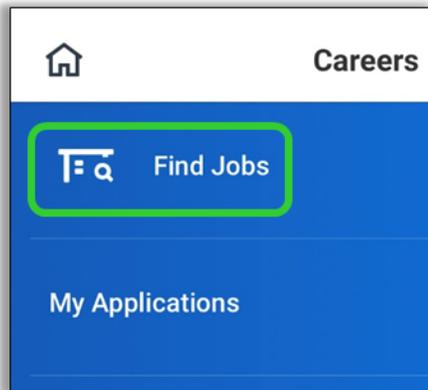
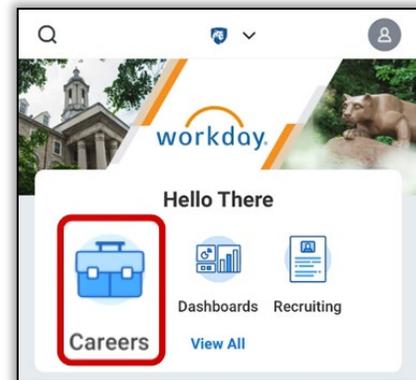
**Full-Time Technical Service Employees:** The [Technical Service Job Vacancies Site](#) cannot be accessed on a mobile device, **see page 4** for instructions on how to access the job vacancies on a computer.

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](#)