

Closing Campus NTL Hiring Priority Consideration Process

June 30, 2025



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Agenda

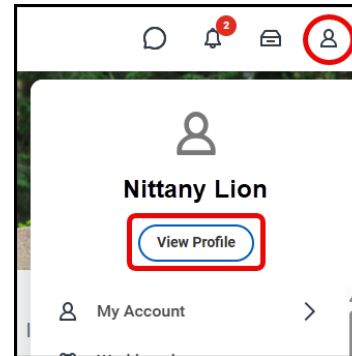
- Opening Remarks
 - Richard Brazier
 - Dean, University College
- How to update your Career Profile in Workday
- How to apply for jobs in Workday
- How to set up job alerts
- NTL Priority Consideration Overview
- Additional Resources



How to update your Career Profile in Workday

Update your Career Profile in Workday now so you'll be able to quickly apply for jobs as they become available.

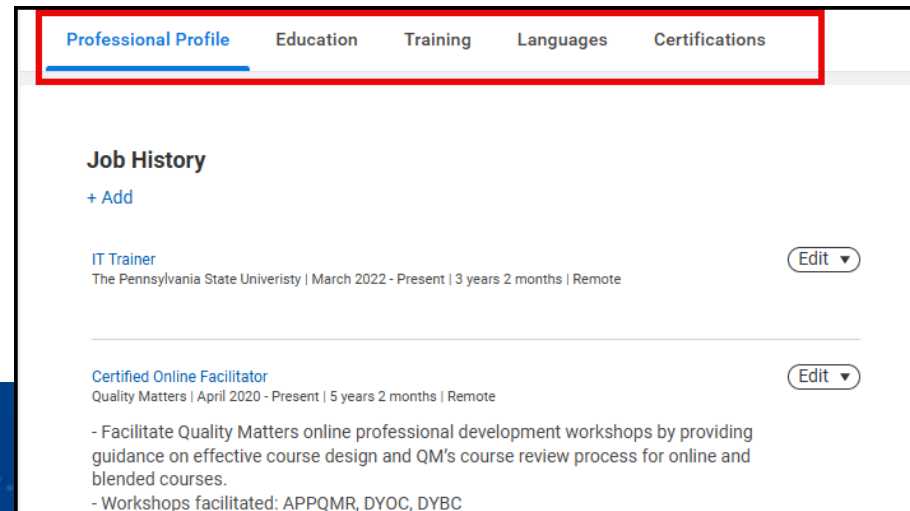
1. Navigate to your **Worker Profile**.



2. Select the **Career** option
(you may need to click "More").



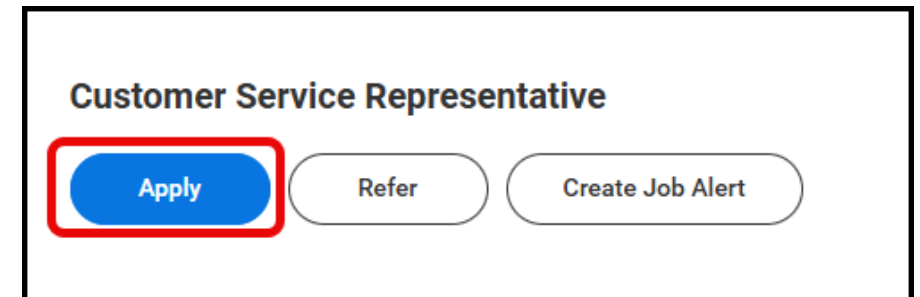
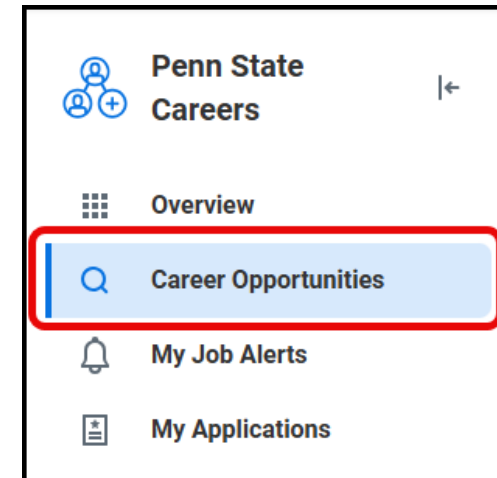
3. Update your *Professional Profile*,
Education, and *Certifications*.



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How to apply for jobs in Workday

1. Navigate to the **Career Hub** in Workday (Menu > Career Hub).
2. Select **Career Opportunities**.
3. Use the **Search** or **Filter** options to narrow your search.
4. Select **Apply**.
5. The application will auto-populate. **Review** for accuracy and make any adjustments.
6. Click **Submit**.

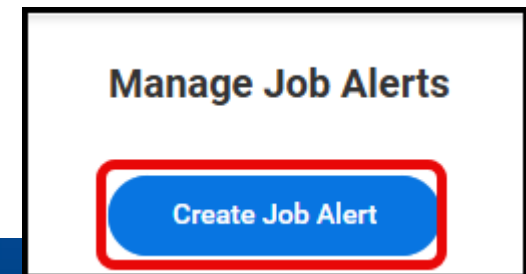
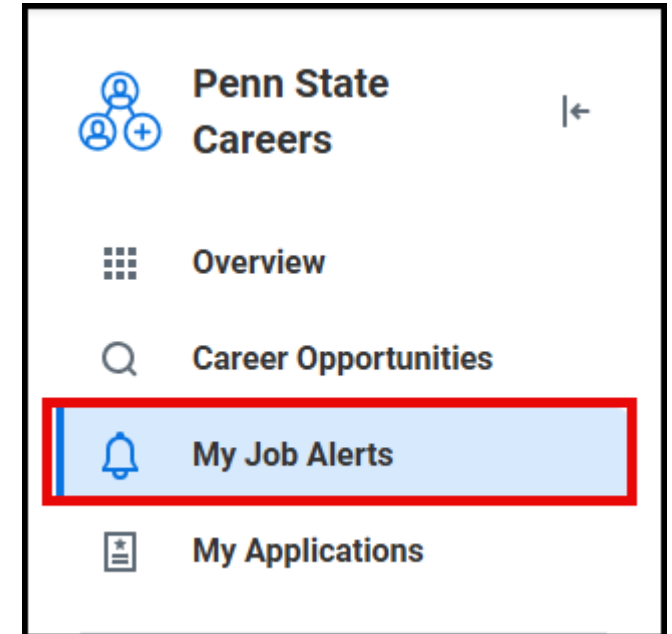


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How to set up job alerts

Workday will send you daily or weekly notifications about opportunities that match your alert criteria

1. Navigate to the **Career Hub** in Workday (Menu > Career Hub).
2. Select **Job Alerts**.
3. Select **Create Job Alert**.



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How to set up job alerts (cont.)

4. Provide a required name and frequency and then indicate the Time Types, Job Profiles, and Primary Locations.

Create Job Alert

Name Your Job Alert *

Job Alert Name

Frequency *

× Daily

Time Type

× Full time

Job Profiles

× IT Trainer - Advanced Professional

× IT Trainer - Intermediate Professional

Primary Location

× Remote ...

× Penn State University Park ...

Cancel

OK



NTL Priority Consideration Overview

- Beginning July 1, all non-tenure-line openings will be posted internally only for 7 calendar days
 - Academic administrators, tenure-line and post-docs are excluded from this process.
- Employees at affected campuses must submit all required materials within the 7-day posting timeframe for priority consideration
- After 7 calendar days, the posting will be removed from the internal career site
- All eligible priority consideration applicants in good standing will have their materials reviewed and – if they meet or exceed the stated qualifications – will be preferentially considered for an interview



Additional Resources

- [Campus Employee Resources | Human Resources](#)



Thank you.

Contact Information



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