

# Closing Campus Staff Hiring Priority Consideration Process

June 30, 2025



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# Agenda

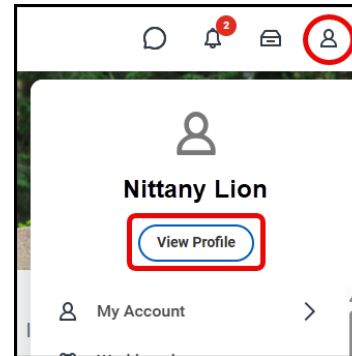
- Opening Remarks
  - Dr. Renata Engel
  - Interim Vice President for Commonwealth Campuses and Executive Chancellor
- How to update your Career Profile in Workday
- How to apply for jobs in Workday
- How to set up job alerts
- Staff Priority Consideration Overview
- Additional Resources



# 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.

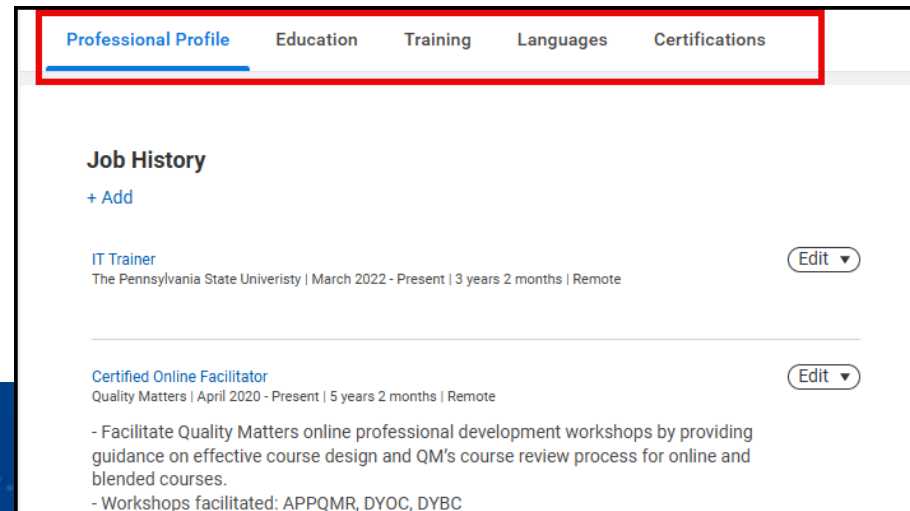
1. Navigate to your **Worker Profile**.



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



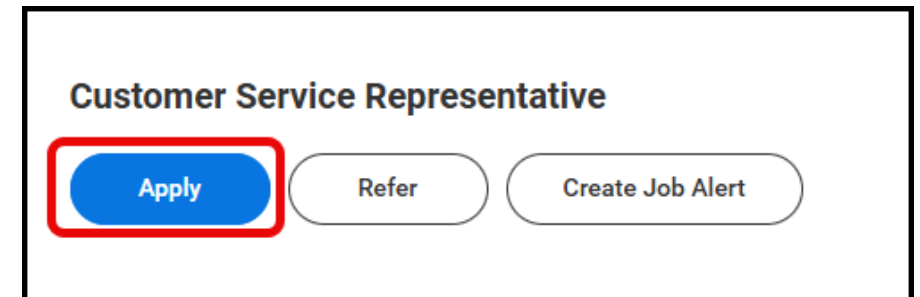
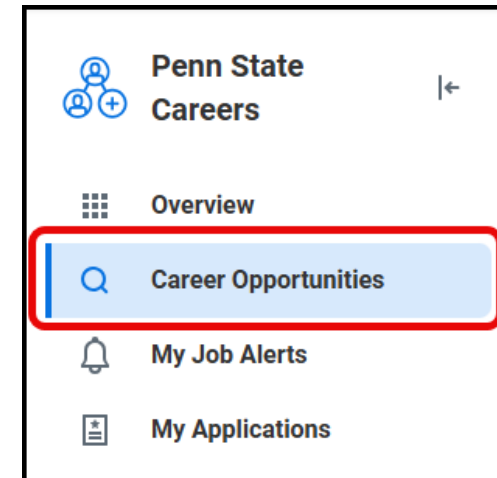
3. Update your *Professional Profile*,  
*Education*, and *Certifications*.



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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**.

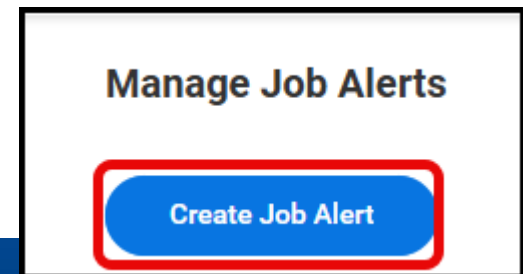
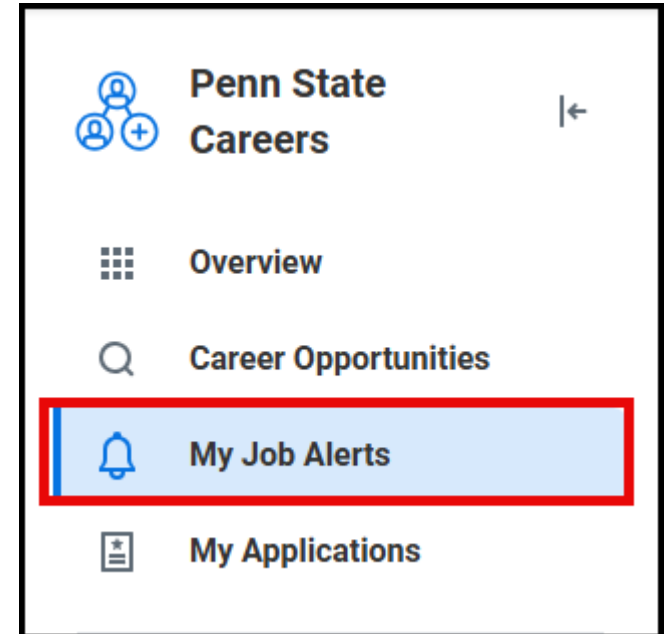


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# How to set up job alerts

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

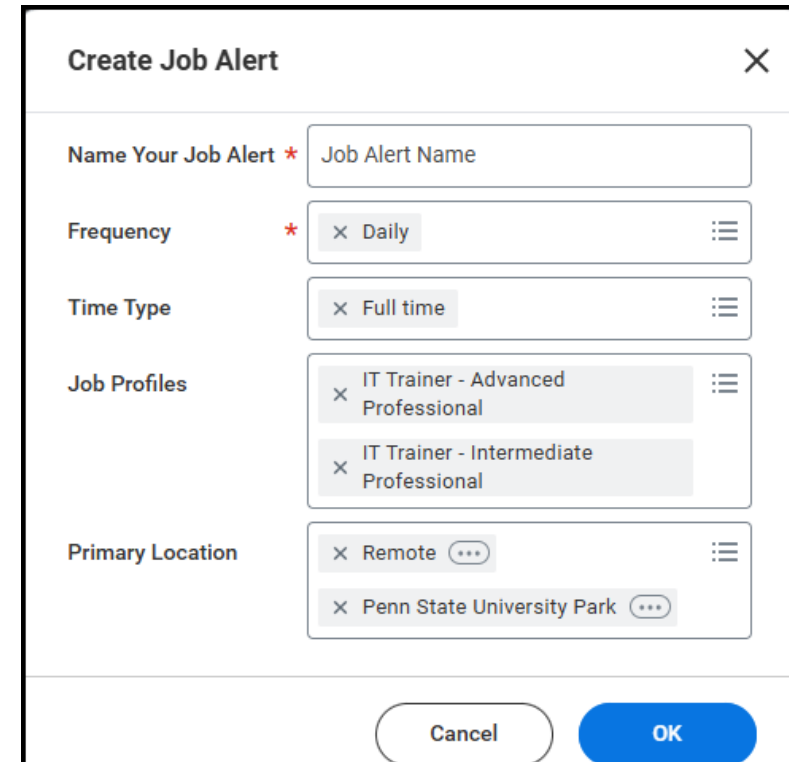
1. Navigate to the **Career Hub** in Workday (Menu > Career Hub).
2. Select **Job Alerts**.
3. Select **Create Job Alert**.



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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.



The screenshot shows a 'Create Job Alert' dialog box with the following fields and options:

- Name Your Job Alert \***: A text input field containing 'Job Alert Name'.
- Frequency \***: A dropdown menu with 'Daily' selected.
- Time Type**: A dropdown menu with 'Full time' selected.
- Job Profiles**: A list box containing two items: 'IT Trainer - Advanced Professional' and 'IT Trainer - Intermediate Professional'.
- Primary Location**: A list box containing two items: 'Remote' and 'Penn State University Park'.

At the bottom of the dialog are 'Cancel' and 'OK' buttons.



# Staff Priority Consideration Overview

- Beginning July 1, all staff openings will be posted internally only for 7 calendar days
- Affected closing campus employees must apply within the 7-day posting timeframe for priority consideration
  - If you apply after the 7-day posting timeframe expires, you will be reviewed with all other internal and external applicants.
- After 7 calendar days, the posting will be removed from the internal career site
- Workday will flag closing campus applicants and rank them via seniority, based upon their most recent full-time hire date



# Staff Priority Consideration Overview

- Recruiter will review the most senior applicant first, validating they meet the advertised minimum requirements of the position, and are in good standing.
- Hiring manager will schedule an interview with the applicant
  - The hiring manager has discretion as to whether to include a formal search committee or interview panel/participants in the process.
- If the most senior applicant is not provided an offer, the next most senior applicant will be interviewed.
- The process will continue until a closing campus applicant is selected or all eligible and qualified have been interviewed and not selected for the position.
- If no closing campus applicants are interviewed or selected, the hiring manager may review other internal applicants or post the job externally.





# Additional Resources

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



# Thank you.

Contact Information



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