



Accepting a Job Offer at Penn State

This guide outlines how external candidates can accept an offer for employment at Penn State.

If an offer is extended to you, you will receive a series of tasks that must be completed in the [Penn State HR Careers portal](#). You will be notified via email when these tasks are available.

1. Notice of Employment

- a. Full-time positions – download and sign your offer document and upload to Workday.
- b. Part-time positions – review and acknowledge/accept your offer.

2. Provide Social Security Number (SSN) or National ID – provide SSN or U.S. Individual Taxpayer Identification Number (ITIN).

3. Provide Personal Information – provide your date of birth and legal sex.

Directions:

1. Return to the [Penn State HR Careers portal](#).
2. Open and complete each task by clicking the associated **Start** button.
3. Once all tasks have been completed, you may close the Penn State HR Careers portal and wait for additional information from your Recruiter or Hiring Manager on next steps.

Questions? If you have questions about the application or offer process, please contact Penn State HR Services at 814-865-1473.