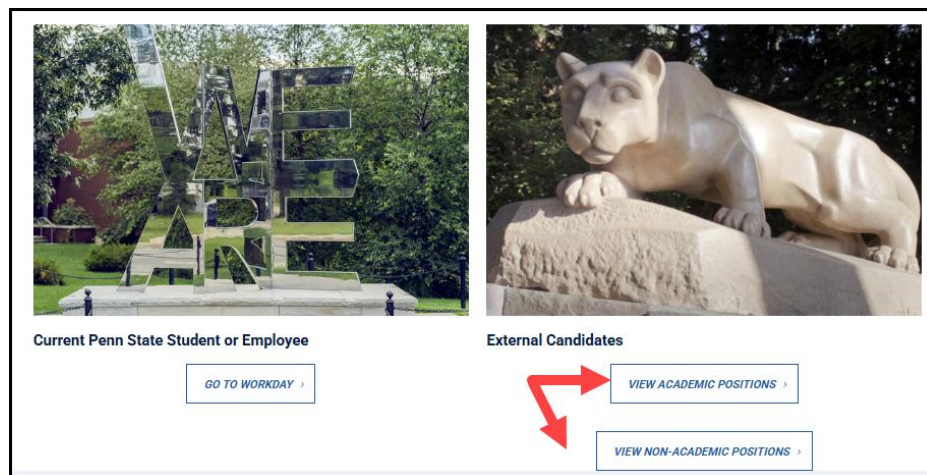


How to Apply for a Job at Penn State

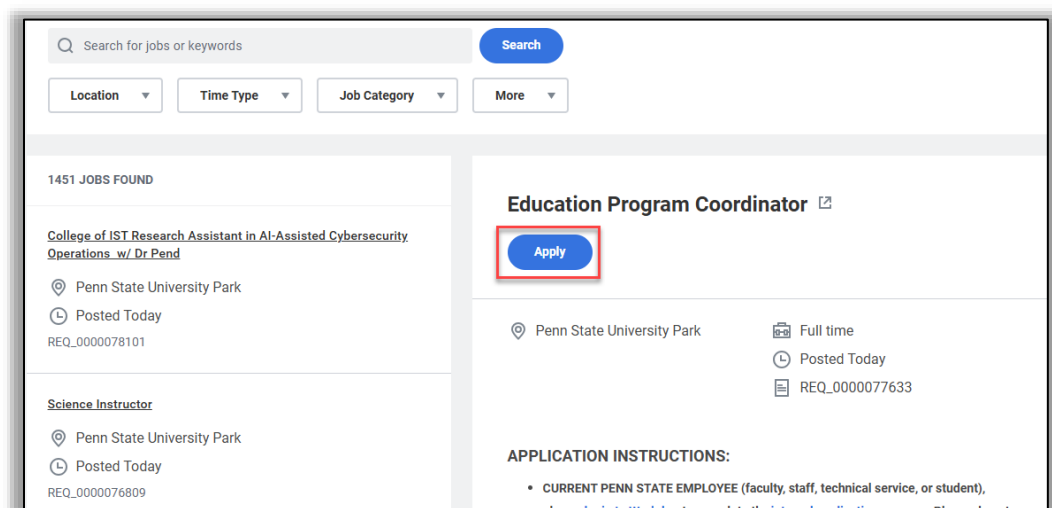
This guide outlines the steps for external candidates applying for jobs at Penn State. **Current Penn State employees (including student workers) must apply using the [internal application process](#). Students must apply using the [student application process](#).**

To apply for a job at Penn State:

1. Visit the [Penn State Careers webpage](#) to get started.
2. In the **External Candidates** section, select the button that corresponds to the type of position you are seeking: **View Academic Positions** or **View Non-Academic Positions**.



3. On the job listing page, you can browse or search for relevant opportunities. You can also use the filter options to narrow your search.
 - a. To view the details of a posting, select the position title.
 - b. If you are interested in applying for a position, select the **Apply** button.





4. On the **Start Your Application** popup, select the desired option:
 - a. **Autofill with Resume:** allows you to upload your resume and Workday parse your information into the Workday application. You will be able to edit your application before submission.
 - b. **Apply Manually:** allows you manually complete the application in Workday.
 - c. **Use My Last Application:** brings forward the information you provided on a previous Penn State job application.
5. All options will take you to the **Create Account/Sign In** screen.
 - a. **If this is your first time applying for a job at Penn State,** proceed with the account creation by entering an email address and password and selecting **Create Account**.
 - b. **If you previously applied for a job at Penn State,** select “**Already have an account? Sign In**” option to login to your existing account.
6. Complete the on-screen application. **Fields marked with an asterisk are required.**
7. After submitting your application, you will proceed to the Candidate Home.

If you are selected to move forward in the hiring process, you will be notified via email. You'll need to return to the **Candidate Home** area of the [Penn State HR Careers portal](#) to take the additional action requested.

Candidate Home

Candidate Home allows you to check the status of your application, complete any tasks related to your application, as well as view previously submitted applications. To return to this site later:

1. Return to the [Penn State HR Careers portal](#).
2. Sign In using your email and password from your application.

The Candidate Home contains two sections:

1. **My Tasks** contains tasks related to your application (if any). Immediately after applying for a position, this section will be blank. If you receive any tasks, you will also receive an email notification alerting you to return to the Career site.
2. **My Applications** displays your active and inactive applications.
 - a. To view the original job posting, click on the **job title**.
 - b. Click the **Actions** option (three) dots to take one of two possible actions:
 - i. **View Application** – view the information you entered on your application.
 - ii. **Withdraw Application** – Remove yourself from the applicant pool; you **CANNOT** re-apply to the same job.

If you are selected to move forward in the application process, you will likely receive an email task to provide references.

Job Alerts

Candidates can configure Job Alerts to receive an email notification when a job is posted that matches your preferences. To create a job alert:

1. Sign in to the [Penn State HR Careers portal](#).
2. Navigate to the **Job Alerts** tab in the top right of the portal screen.
3. Click the **Create Job Alert** button.
4. Provide a **Job Alert Name** and set your **Job Alert Frequency** to indicate how often you want to receive alerts from Penn State Careers.
5. Use the **Filters** fields to customize your alert based on your preferences.
6. Click **Create**.

You can create multiple Job Alerts. To edit or remove a previously configured Job Alert, click the **Manage** button.

Email Communications Opt In

After creating an account on the Penn State Careers site, you may receive an email to opt in to receive email communications for job alerts, invitations to apply to jobs, and messages from Penn State recruiters. To ensure that you receive communication related to your employment prospects at Penn State, please follow the instructions in the email to opt in to email communications. You can opt out of communications at any time.

Accepting an Offer

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.

If you are offered a position, you will receive additional tasks. Refer to the [Accepting a Job Offer guide](#) for information.