Student Application Process

This job aid provides step-by-step instructions for students to apply for part-time, full-time, posted graduate assistantships/fellowships, and work study career opportunities at Penn State.

Accessing the New Career Pages

1. Go to the Penn State Human Resources page (https://hr.psu.edu/careers).
2. Choose one of the following options based on whether you are currently employed with Penn State:
   - If you are a current student with Penn State, but not employed with Penn State, click on the **Penn State Student** link.
   - If you are a current student with Penn State, and are also currently employed with Penn State, click on the **Workday link** in the area that reads, "**Are you a current Penn State Employee**".
3. Under **Applications**, click on **Student Openings**.
   Note: If you are a current student employee, click on Career.
4. On the career site, several filters will be available to select on the left-hand navigation including: Job Category, Job Type, Locations, Worker Type and Time Type.
5. Click on the **Checkboxes** next to the type of job(s) you are seeking. These filters will automatically update the list of positions on the right-hand side. If you do not add filters, you will see ALL positions.
6. Click on a **Position Title** to view the Workday position details page. If you are interested in the position, click the **Apply** button.
7. On the Quick Apply tab, you can upload your resume or CV by clicking on Select Files and find your resume/CV on your computer or by dragging and dropping your resume/CV onto the page.
8. Click **Next**.

My Experience

Note: If you uploaded your resume in step seven above, the **Work Experience**, **Education**, **Skills**, and **Languages** sections on the My Experience page will pre-populate. Review the information that populates.

1. You will be able to enter your job history under the **Work Experience heading.** Enter the title you had in the **Job Title** field.
2. Enter the name of the company in the **Company** field.
3. Enter the city and state in the **Location** field.

4. Enter the date you started that job In the **From** field.
5. Click the **I currently work here** checkbox OR **enter the date** you left that position.
6. In the **Role Description** field, provide a brief summary of your job responsibilities.
7. To add additional job history, click the **Add button** and repeat steps above for those additional positions.
8. In the **Education** section, type the name of the **School or University** you attended.
    1. Enter the **Degree** you attained.
    2. In the **Field of Study** or **Overall Result (GPA)**, enter this additional information about your education.
    3. Click the Add button to add additional education.
9. In the **Skills** section, you may add any professional or personal skills by clicking the **list** icon in the **Search for a Skill** field, type in a skill and select the **checkbox** next to the skill to add it.
10. In the Languages section, click the **Add** button to add any languages you speak. You will be required to provide the language name and your proficiency in listening, overall, reading, speaking, and writing. You may select that this language is your native language.
11. In the **Resume/CV section**, click the **Upload** button to upload your resume.
12. Click **Next**.

Application Questions

1. In the **Are you at least 18 years of age**? field, click the **Arrow** and select **Yes** or **No.**
2. In the **Are you legally authorized to work in the United States?**, click the **Arrow** and select **Yes** or **No.**
3. In the **Do you now or in the future require immigration sponsorship from Penn State to obtain, retain or extend your authorization to work in the US field?**, click the **Arrow** and select **Yes** or **No.**
4. In the **SERS** or **PSERS** field, indicate whether you have ever made contributions to those systems by clicking the **Arrow** and selecting **Yes** or **No.**
    a. If you select Yes, you will be required to indicate the retirement system- SERS, PSERS, or both.
    b. Click the **Arrow** and select your previous retirement system.
5. Click **Next**.
6. Review your complete application.
7. Click **Submit.**

    Note: Based on the unit in which the job you're applying to resides, additional application questions may populate, requiring your response.