



# How to Apply for Jobs at Penn State

The following guide has been optimized for both electronic and printed delivery. If viewing this document electronically, displayed icons and hyperlinks can be selected to navigate to specific pages and websites.

## Before You Begin, Are You...



All current students of Penn State University including Federal Work Study Recipients (see page 2)

or



Current Students of Penn State University that are either part-time or full-time employees (see page 4)



All current faculty, staff, and technical service employees (see page 4)



Non-Penn State Employees: Including but not limited to, Former Students & Employees, Retirees, and Non-Penn State Students (see page 6)



# How to Apply as A Student

**Current Student Employees:** Current student employees at Penn State, need to apply using the [internal application process](#) (See Page 4). Current students at Penn State seeking employment with Penn State, need to apply using the below process.

- 1) Apply online on the [Penn State Careers Page](#).

Or visit [Workday](#) (see step 3 if using the Workday hyperlink).

- 2) Scroll down and select the **Penn State Student** icon to apply.



**ONE COMMUNITY. IMPACTING MANY.**

**WE ARE PENN STATE.**

At Penn State, we think ideas and solutions come from bringing in a multitude of perspectives. The root of Penn State's success is founded upon the ambition and determination of our talented and diverse faculty, staff, and students. Come work at Penn State, as we are not just a University, we are a community driven to make a difference.

**INTERESTED IN A CAREER WITH PENN STATE?**  
**EXPLORE OUR OPPORTUNITIES BELOW.**

PENN STATE EMPLOYEE (FACULTY, STAFF, TECHNICAL SERVICE OR STUDENT)	<b>PENN STATE STUDENT</b>	ACADEMIC & FACULTY	STAFF & TECHNICAL SERVICE
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If you require assistance or have questions, explore our [Application Process for Employees](#), [Candidates Guide](#) or our [Frequently Asked Questions](#) page. Need additional assistance? Contact Penn State HR Services at 814-865-1473.

**PENN STATE VALUES**

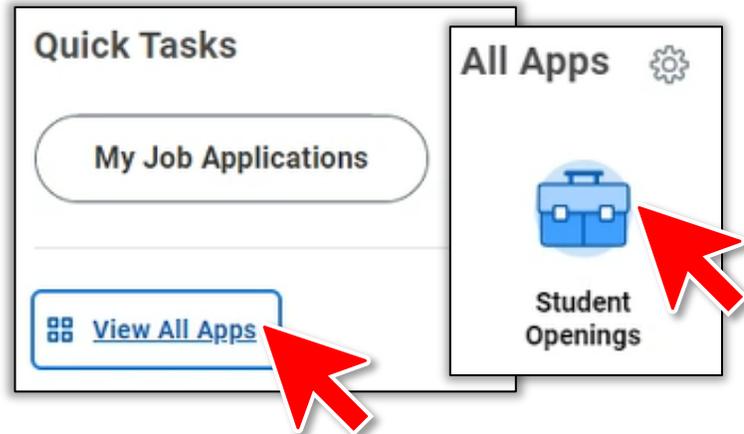
INTEGRITY	RESPONSIBILITY	RESPECT
EXCELLENCE	DISCOVERY	COMMUNITY



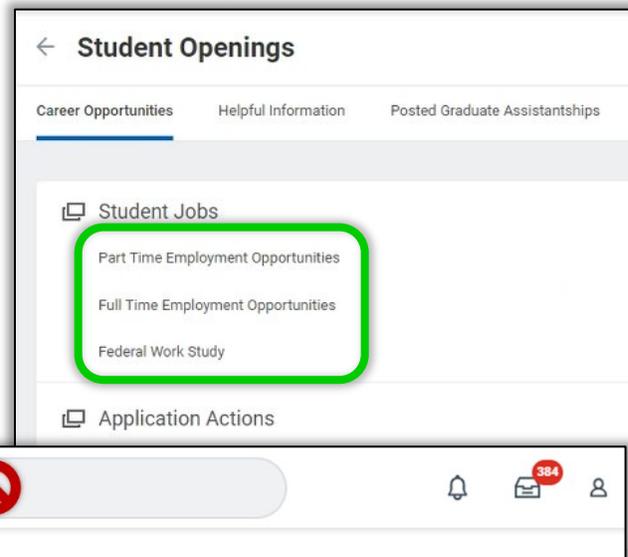
**Please Note:** A Penn State User ID and Password enrolled in [Two-Factor Authentication](#) (DUO) is required to sign in.

*Continued on next page*

- 3) After signing into Workday, select the **View All Apps** under Quick Tasks, then select the **Student Openings** App in the pop-up window.



- 4) On the Student Openings page pictured on the right, to select a **Student Job Type**.



- 5) On the Career Opportunities page pictured below, **utilize the search bar between the Career Opportunities header and the Career Opportunities listings** to find job postings and click the applicable links.

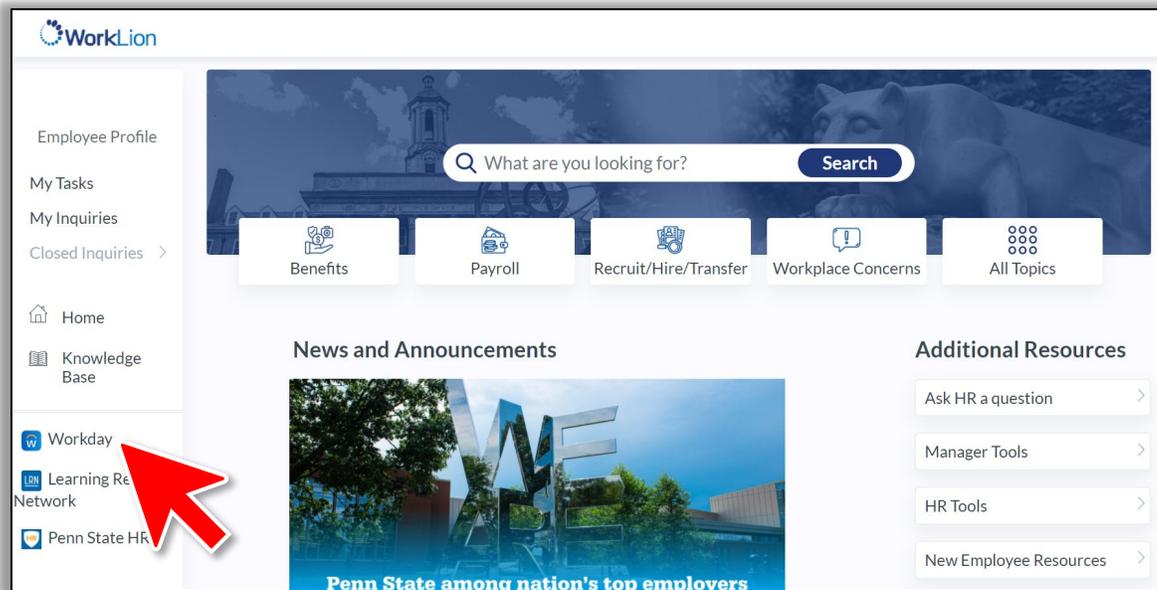


*Do not use the search bar in the uppermost center of the page, it will not work.*

- **Penn State Careers Page:** <https://hr.psu.edu/careers>
- **Penn State Workday:** <https://www.myworkday.com/psu>
- **Two-Factor Authentication:** <https://get2fa.psu.edu/>
- **Additional Instructions:**  
<https://psuportal.neocaseonline.com:443/Default.aspx?PageId=1218&gse=1&gwd=Student%20Application%20Process&ArtId=2014>

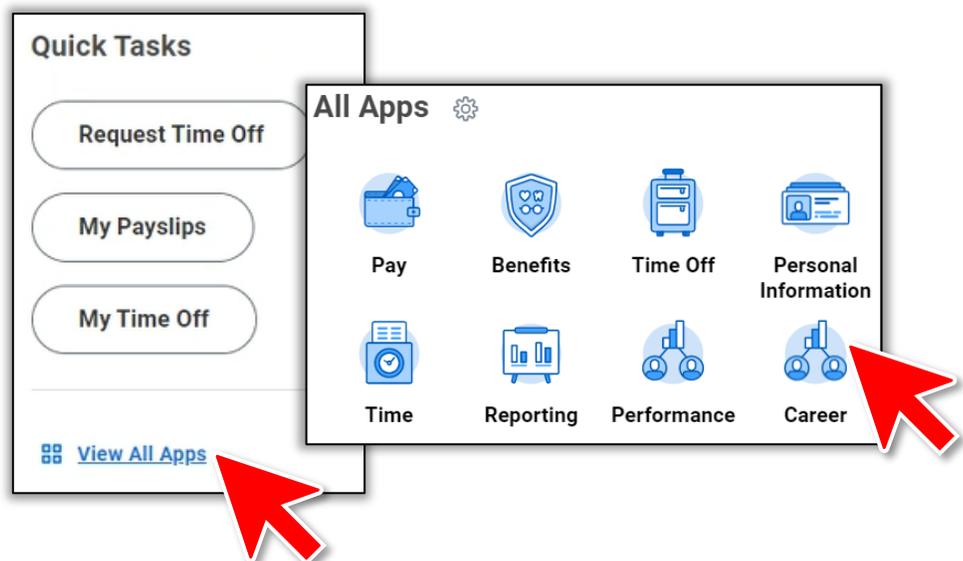
# How to Apply as An Employee

- 1) Apply online through the [WorkLion Portal](#) and select **Workday**. Or visit [Workday](#).



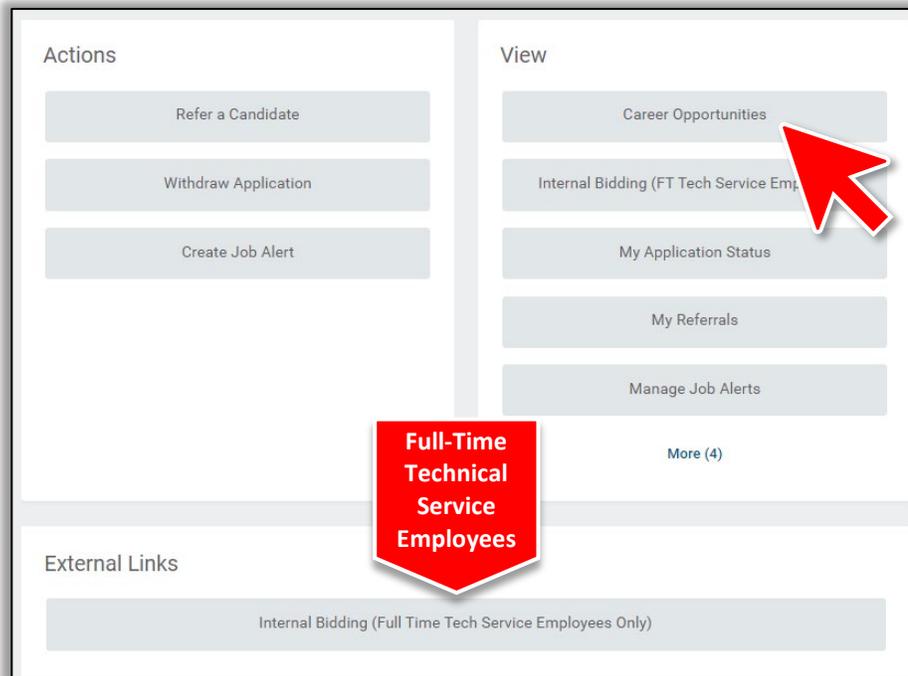
**Please Note:** A Penn State User ID and Password enrolled in [Two-Factor Authentication](#) (DUO) is required to sign in.

- 2) In Workday, select the **View All Apps** under Quick Tasks, then select the **Career App** in the pop-up window.



*Continued on next page*

- 3) Select **Career Opportunities** on the right of the career page.



**Full-Time Technical Service Employees:** Select **Internal Bidding** in the External Links section to bid on open Technical Service Positions.

- 6) Utilize the search bar between the Career Opportunities header and the Career Opportunities listings to find job postings and click the applicable links.



*Do not use the search bar in the uppermost center of the page, it will not work.*

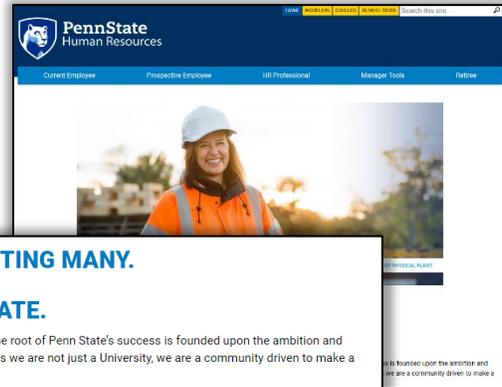
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- **Two-Factor Authentication:** <https://get2fa.psu.edu/>
- **Additional Instructions:** <https://psuportal.neocaseonline.com:443/Default.aspx?PageId=1218&gse=1&gwd=application&ArtId=1966>



# How to Apply as A Non-Penn State Employee

**Current Employees or Students:** Current employees (faculty, staff, technical service, or student) at Penn State, need to apply using the [internal application process](#) (See Page 4). Current students at Penn State seeking employment with Penn State, need to apply using the [student application process](#) (See Page 2).

- 1) Apply online on the [Penn State Careers Page](#).
- 2) Select either the **Academic & Faculty** or **Staff & Technical Service** icons to access a listing of current openings.



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PENN STATE EMPLOYEE  
(FACULTY, STAFF,  
TECHNICAL SERVICE OR  
STUDENT)

PENN STATE STUDENT

ACADEMIC & FACULTY

STAFF & TECHNICAL  
SERVICE

If you require assistance or have questions, explore our [Application Process for External Candidates](#) Guide or our [Frequency Asked Questions](#) page. Need additional assistance? Contact Penn State HR Services at 814-865-1473.

**PENN STATE VALUES**

INTEGRITY

RESPONSIBILITY

EXCELLENCE

DISCOVERY

**First Time Applicants, Former Students & Employees, and Retirees:** *The creation of an **Applicant Account** will be needed to apply, select **Create Account** when applying.*

- **Penn State Careers Page:** <https://hr.psu.edu/careers>
- **Additional Instructions:** [https://hr.psu.edu/sites/hr/files/Application Process for External Applications Non-Penn State Employees .pdf](https://hr.psu.edu/sites/hr/files/Application%20Process%20for%20External%20Applications%20Non-Penn%20State%20Employees.pdf)