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...

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

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

- **Employee Only**
  - All current faculty, staff, and technical service employees (see page 4)

- **None of the Above**
  - Non-Penn State Employees: Including but not limited to, Former Students & Employees, Retirees, and Non-Penn State Students (see page 6)

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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.

   ![Image of Penn State Careers Page]

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

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

![View All Apps and Student Openings](image)

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

![Student Openings Page](image)

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.

![Career Opportunities Page](image)

*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](https://hr.psu.edu/careers)
- **Penn State Workday:** [https://www.myworkday.com PSU](https://www.myworkday.com/psu)
- **Two-Factor Authentication:** [https://get2fa.psu.edu/](https://get2fa.psu.edu/)
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.

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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.

- **WorkLion Portal:** [https://worklion.psu.edu/](https://worklion.psu.edu/)
- **Two-Factor Authentication:** [https://get2fa.psu.edu/](https://get2fa.psu.edu/)

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

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