

## Application Process for External Applicants (Non-Penn State Employees)

This guide provides step-by-step instructions for **external** candidates applying to a Penn State career opportunity.

**NOTE:** If you are already affiliated with Penn State, please **do NOT apply using this process!** Current Penn State employees (faculty, staff, technical service, or previous student workers) should [apply internally through Workday](#). Current Penn State Students (not employed previously at the University) should follow the [student application process](#).

### Step 1: Access the PSU Careers Page

1. On the [Penn State Human Resources Careers](#) page, select the **Browse Positions** button found under *Jobs at Penn State for External Candidates*.
2. On the following page, select the **Browse Positions** button for the corresponding position type you are seeking: *Academic & Faculty* or *Staff & Technical Services*.

### Step 2: Search for Open Positions

1. At the top of the career page, you can use the search and filters to help you find relevant jobs. You may need to click the **More** option to see all available filters. If you do not add filters, you will see ALL positions.
2. Click on a **Position Title** to view the position details page. If you are interested in the position, click the **Apply** button.
3. On the **Start Your Application** window that appears, select one of the following options:
  - a. **Autofill with Resume** - provides the opportunity to upload your resume and have it parse into the application's fields to save you time.
  - b. **Apply Manually** - allows you to complete the fields yourself
  - c. **Use My Last Application** - brings forward the information you provided on your last Penn State application to save you time.

Regardless of the option you choose, you will be taken to a login/account creation screen. Proceed to the next step below.

### Step 3: Sign In or Create a New Account

1. If you have previously created an account with Penn State Careers, select the **Already have an account? Sign In** option to enter your email address and password. Then skip to [Step 4: Complete Your Application](#).
  - a. If you have an account but forget your password, use the **Forgot your password?** link button to reset your password.
2. If you are a new applicant:
  - a. Enter your email address.



**Note:** You CANNOT use a Penn State email address to create an account. If you are a current Penn State employee, you must apply to positions within Workday. Refer to [the Internal Application Process job aid](#) for instructions.

- b. Enter a **Password** and then verify it in the **Verify New Password** field.
- c. After selecting **Read More** to review the terms and conditions, select the checkbox to confirm that you agree to the terms and conditions.
- d. Click **Create Account**.
- e. You will receive an email after creating your account to verify your email address.

## Notes for Returning Applicants

- One login can be used for different types of positions (staff and faculty positions).
- Previously submitted applications (and statuses) will be visible from **Candidate Home** page.
- You may want to review your contact information. In the bottom right-hand corner of the **Candidate Home** page, click:
  - a. **Update Contact Information** button to update your name, address, or phone number.
  - b. **Edit Account Settings** button to update your email address or delete your information.

## Step 4: Complete your Application

Fields marked with an (\*) asterisk are required.

1. If you chose to **Autofill with Resume**, follow the steps below. If you selected the **Apply Manually** or **Use My Last Application** option, you can skip this step.
  - a. Choose **one option** to upload your resume:
    - b. Drop your resume file in the drop area
    - c. Click **Select file** to upload the file from your device
    - d. Click **Continue**.
2. If you selected the **Use My Last Application** option, your information will automatically populate into your new application. You will have the opportunity to upload an updated resume on the **My Experience** page of your application.

**NOTE:** It is recommended that you review and edit your details, even if they populate in from a resume or prior application.

## My Information

1. Provide a response for each required field on the **My Information** screen.
2. If you indicate that you have been **previously affiliated** with Penn State, you will be asked to answer some follow-up questions about your prior PSU relationship. **Please answer all that you remember.**
3. Click **Save** and **Continue**.

## My Experience

Any fields marked with an (\*) asterisk are required. You may remove any work experience, education, language, etc. by clicking the delete (trash can) button to the right of the information you have entered.

## Work Experience

1. Provide the required fields for your first **Work Experience**.
2. To add additional work experience entries, click the **Add Another** button. If you populated your application from a resume, these additional positions will already exist. You'll just need to review the fields for accuracy.

## Education

1. Provide the required fields for your first **Education** experience.
2. If your exact field of study does not appear, select the closest match.
3. To add additional education, click the **Add Another** button.

## Languages

1. Click the **Add** button to add any **Languages** you speak.
2. You will be required to provide the **Language name** and your proficiency in listening, overall, reading, speaking, and writing.
3. Click **Add Another** to add an additional language.

## Skills

1. In the **Skills** section, you may add any professional or personal skills. by clicking the **list** icon in the **Search for a Skill** field.

## Resume/CV/Cover Letter/Additional Documents

1. If you wish to include any documents to support your application:
  - a. Drop your file into the drop area, or
  - b. Click **Select Files** to locate the file on your device.
2. If you uploaded your resume at the start of the application process, it will already be attached here.

**Note:** Once applications are submitted, you will not have the opportunity to edit or add additional documents. You should review your documents to make sure you've included the correct version.

## Websites

1. If you wish to include a relevant website, such as a portfolio, click the **Add** button and enter a URL..
2. Click **Save and Continue**.

## Application Questions

1. Provide a response to each of the Application Questions using the drop-down menus.
2. Click **Save and Continue**.

## Voluntary Disclosures

1. Responses to these questions are required, but each as an option to decline your response. Your answers will not be considered in the hiring process or thereafter.

2. At the bottom of the page, be sure to review the **Privacy Notice** and then check the box to indicate that you have read and consent to the terms and conditions.
3. Click **Save and Continue**.

## Self-Identify & Review and Submit

**Please note:** You may change the language for this screen, if needed.

1. Provide a response to each required field.
2. Click **Save and Continue**.

## Review

1. Carefully review your application to ensure it is accurate and all documents you want to include with your application are attached. **Once your application is submitted you will not have the opportunity to edit or add additional documents.**
2. When you are ready to submit your application, click the **Submit** button.

You will receive a pop-up when your application is submitted successfully. Click the **Return to Home** link or the **X** on the pop up to continue to the Candidate Home site.

## Opt in to Email Communications

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 will be able to opt out of communications at any time.*

## Step 5: Candidate Home Site

After you complete an application, you are immediately taken to the Candidate Home. This site 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 at a later date:

1. Return to the [Penn State HR Careers portal](#).
2. If you are not already logged in, **Sign In** using your email and password from your application.
3. Your **Candidate Home** should appear. If it does not, click **Candidate Home** in the top right-hand corner. The Candidate Home contains three sections:
  - a. **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.
    - i. The **To Do** tab contains tasks awaiting your action.
    - ii. Completed tasks show in the **Completed** tab.
    - iii. See the [Next Steps section](#) below for information on how to act on tasks you receive.
  - b. **My Applications** displays your active and inactive applications.



- i. The table shows your current application status.
    - ii. To view the original job posting, click on the **job title**.
    - iii. Click the **actions** option (three) dots to take one of two possible actions:
      1. **View Application** – view the information you entered on your application.
      2. **Withdraw Application** – Remove yourself from the applicant pool; you CANNOT re-apply to the same job.
  - c. **My Account** allows you to update your contact information and account settings. Candidates can update their email address or delete their information.
4. To search and apply for additional positions, select the **Search for Jobs** option in the top right corner of the Career Site.
  5. You can also navigate to **Job Alerts** in the top right corner. This feature allows you to set specific criteria for the types of jobs you are looking for. Penn State Careers will send you an email notification when a job is posted that matches your preferences.

## Next Steps

**IMPORTANT!** *The following steps are only necessary if you are selected to move forward in the hiring process.*

### Reference Check Task

You may receive a task to provide references. Click **Start**. You can upload a document with references and their contact information or complete the reference fields. You'll then have a selection field to acknowledge that you have either uploaded a document or added the information into the Workday fields.

### Accepting an Offer Tasks

If an offer is extended to you, you will receive communication about the offer. You must also complete the additional tasks in **My Tasks** section of the Candidate Home (these will vary based upon the job you have been selected for). Tasks may include uploading a signed offer letter, acknowledging a position, and providing personal information, and/or social security number. To finalize your offer, please complete all tasks on your Candidate Home page. You can find additional directions for those tasks below.

#### Option 1: Reviewing Offer Letter

*You will only complete this task if you have received an offer of employment in Workday.*

1. Once you receive the communication indicating you have been offered a position/job, return to the [Penn State Career portal](#).
2. If you are not already logged in, **Sign In**.
3. Your **Candidate Home** should appear. If it does not, click **Candidate Home** in the top right-hand corner.
4. In **My Tasks**, you will see a task to **Review Offer Documents**. Click **Review**.
5. Click on your offer letter (*Offer Letter DATE.pdf*).
  - Your offer letter will download to your device



- Open and print your offer letter.
  - Sign *above* the **Candidate Signature** line.
  - Scan a copy of your signed offer letter (a photo is acceptable).
6. Upload your signed offer letter by clicking **Upload**.
  7. You may add a comment (if necessary). Click **OK**.
  8. You will receive a pop-up that the task has been completed. Your remaining tasks will display. Click **Start** to start the next task. Remember, the tasks will vary depending on the type of job you have been offered.

## Option 2: Acknowledgement of Employment in Workday

*You will only complete this task if you have received an acknowledgement task in Workday.*

1. Once you receive the communication indicating you have been offered a job, return to the [Penn State Career portal](#).
2. If you are not already logged in, **Sign In**.
3. Your **Candidate Home** should appear. If it does not, click **Candidate Home** in the top right-hand corner.
4. Under **My Tasks**, you will see the **Acknowledgement of Employment** task. Click **Start**.
5. Click **Acknowledgement of Employment DATE.pdf**. The details of the employment offer will download. **Open** and review the details of your offer.
6. Once you've reviewed the details of the offer, return to the Workday Acknowledgement screen. And click the **I Agree** checkbox. *This acceptance does not apply for any additional positions you may have accepted.*
7. Add a comment (if necessary). Click **OK**.
8. You will receive a pop-up that the task has been completed. Your remaining tasks will display. Click **Start** to start the next task. Remember, the tasks will vary depending on the type of job you have been offered.

## Provide Social Security Number (SSN) or National ID

You should **NOT** provide your social security number until you have accepted/ acknowledged the offer.

*If you are an international candidate and do not have a Social Security Number (SSN) from the United States, please add the National ID from your current country of residence.*

1. Enter the required fields.
2. Click **OK**.
3. You will receive a pop-up that the task has been completed. Your remaining tasks will display. Click **Start** to start the next task. Remember, the tasks will vary depending on the type of job you have been offered.

## Provide Personal Information Task

You should **NOT** provide your personal information until you have accepted/acknowledged the offer.

1. Enter the required fields.
2. Click **Submit**.
3. You will receive a pop-up that the task has been completed. If there are any remaining tasks, they will display. Click **Start** to start the next task. Remember, the tasks will vary depending on the type of job you have been offered.

Once you have completed all tasks to accept an offer of employment with the University, your hire will be processed by HR. Once the hire is complete, you will receive a Welcome email with the next steps for your career at Penn State.

For questions about the external application process, please contact Penn State HR Services at 814- 865-1473.