PennState Human Resources

APPLICATION PROCESS FOR EXTERNAL APPLICANTS (NON-PENN STATE EMPLOYEES)

This document will provide step-by-step instructions for how an external candidate will apply to a Penn State career opportunity.

Accessing the Career Page

1. On the Penn State Human Resources page, click on either **Academic & Faculty**, **Staff & Technical Service**, or **Penn State Student** to access the career page.

Search for Open Positions

1. On the left-hand side of the career page, you can select several filters including:
    - Keyword Search
    - Job Category
    - Job Type
    - Locations
    - Worker/Time Type, and
    - Posting Date

   These filters will automatically update the list of positions. If you do not add filters, you will see ALL positions.
2. Click on a **Position Title** to view the Workday position details page. If you are interested in the position, click the **Apply** button.
3. On the **Start Your Application** menu 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.

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Login or Create a New Account

1. Log in or Create an Account.
    a. If you are new to the Penn State system, click the **Create Account** link below the **Sign In** button. Skip to step #2 below.
    b. If you are a returning applicant, enter your **username** and **password** to access your account and skip to the Notes for Returning Applicants section below.
    c. If you have forgotten your password, go to the Forgot Your Password section near the end of this document.
2. Enter your **email address.**

> **Note:** This email address CANNOT be a Penn State email address. If you are a current Penn State employee, you must apply from within Workday. Reference the job aid titled Employee (Internal) Application Process for instructions.

3. Create a **password** and then **verify it** in the field below. Your password must include an uppercase letter, lowercase letter, number, and symbol.
4. Review our privacy notice and click the **checkbox** next to **Only select this box if you consent to our terms and conditions.**
5. Click **Create Account.**

You will receive an email after creating your account requesting that you verify your email address. After you have verified your email, continue to the After Creating an Account or Logging In section below.

Notes for Returning Applicants

- One login can be used for different types of positions. For example, you have applied for staff positions in the past and are now applying for faculty positions.
- Previously submitted applications and their statuses will be visible from the Candidate Home page
- If you are returning after a length of time has passed, you may want to review your contact information. In the bottom right-hand corner of the Candidate Home page, you can click on the:
    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.

Continue to the After Creating an Account or Logging In section below.

After Creating an Account or Logging In

If you selected the Autofill with Resume option, proceed to the next section. If you selected the Apply Manually or Use My Last Application option, you can skip to the Begin Your Application section below.

Autofill with Resume Option

You can upload your resume to speed up the process. Workday will pull the information from your resume to pre-populate the fields within your application.

1. Choose **one option** to upload your resume:
    a. Drag your resume file onto the Drop file here box
    b. Click on the **Arrow** or **Select file** and find the document.
2. Click **Continue.**
3. Skip to the Begin Your Application section below.

Note: If you click the Back to Job Posting option, you will be asked if you want to discard your changes or continue with your application. If you discard your changes, you will lose your work since your last save. If you click the Save and Continue button in the bottom right-hand corner, you can return to the job posting on the next page without losing any edits you have made.

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Begin Your Application

If you selected the Apply Manually or Use My Last Application option, this is where you will begin your application.

The Use My Last Application option: If you selected the Use My Last Application option, your information will carry forward to the new application. You can still upload a new resume on the My Experience page of your application.

All Applicants:

- It is recommended that you review and edit your details, even if they populate in from a resume or prior application.
- There are specific fields that are required for EVERY NEW application, regardless of whether you bring information in from your resume/last application. These fields will be marked with an asterisk (*).
- If you click the Back to Job Posting option, you will be asked if you want to discard your changes or continue with your application. If you discard your changes, you will lose your work since your last save. If you click the Continue or Save and Continue button in the bottom right-hand corner, you can return to the job posting on the next page without losing any edits you have made.

My Information

1. In the **How Did you Hear About Us** field, click the **list** icon. Select the **appropriate source** and then the **appropriate sub-category**.
2. Select whether you have been **previously affiliated** with Penn State. If you select Yes, you will be asked to answer some follow-up questions. Please answer all that you remember.
    - What was your PSU email? Enter the email you used when you were affiliated with Penn State.
    - What was your 9-digit PSU ID? Enter your 9-digit PSU ID.
    - Who was your manager? Enter in the name of your previous manager.
3. In the **Country** field, click the arrow and select your **country** from the dropdown.
4. In the **First Name** and **Last Name** fields, enter your **name**.
5. In the **Address Line 1** field, enter your **mailing address.**

6. In the **City**, **State**, and **Postal Code** fields, enter the remainder of your **address**.
7. Your **Email Address** will auto-populate.
8. In the **Phone Device Type** field, click the **arrow** and then either Mobile or Phone.
9. In the **Country Phone Code** field, the **United States of America** (+1) will **auto-populate**. To change this code, click the list icon and begin to type your country. Click the Circle next to the appropriate country.
10. In the **Phone Number** field, enter your **Phone Number.**
11. 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. In the **Job Title** field, enter the **title you have/had**.
2. In the **Company** field, enter the **name of the company**.
3. In the **Location** field, enter the **city and state**.
4. In the **From** field, enter the **date you started that job**.
5. Click the **I currently work here** checkbox OR **enter the date** you left that position in the **To** field. If you click the calendar icon, you'll need to navigate to the year and then the month.
6. In the **Role Description** field, provide a **brief summary of your job responsibilities**. If the information populates in from your resume/last application, you should still review this field. Oftentimes, the formatting or word wrap can be off.
7. To add additional job history, click the **Add Another button** to include those additional positions. 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. Scroll down to the **Education** section.
2. Type the name of the **School or University** you attended.
3. In the **Degree** field, click the **arrow** to select the **Degree** you attained.
4. In the **Field of Study** field, type your field of study and hit enter. If your exact field of study does not appear, select the closest match.
5. In the **Overall Result (GPA)** field, enter the overall GPA for this education.
6. To add additional education, click the **Add Another** button.

Languages

1. Scroll down to the **Languages** section.
2. Click the **Add** button to add any languages you speak.
3. You will be required to provide the **language name** and your **proficiency in listening, overall, reading, speaking, and writing**.
4. You may select that this language is your native language.
5. 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.
2. Type in a skill and select the **checkbox** next to the skill to add it. If the skill doesn't exist yet, what you typed will become a new skill in the list. You may want to check your capitalization and spelling.

Resume/CV/Websites

1. In the **Resume/CV section**, you may click the **Upload** button to upload a new resume, cover letter, or any other supporting document(s). If you populated your application from your resume at the start of the process, that resume 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.

2. Under Websites, you may add any relevant websites related to your professional qualifications by clicking the Add button.
3. Click **Save and Continue.**

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.
5. If you select Yes, you will be required to indicate the retirement system you contributed to. Click the Arrow and select your previous retirement system - SERS, PSERS, or both.
6. Click **Save and Continue**.

Depending on the position for which you are applying, you may need to answer additional questions.

Voluntary Disclosures

These questions are not required and will not be considered in the hiring process or thereafter.

1. In the **Gender** field, click the **Arrow** and select an option.
2. In the **Race/Ethnicity** section, click the **Checkbox** next to all that apply.
3. In the **Veteran Status** field, click the **Arrow** and select an option.
4. In the **Terms and Conditions** section, click the checkbox next to **Yes, I have read and consent to the terms and condition**s.
5. Click **Save and Continue**.

Self-Identify & Review and Submit

Please note: You may change the language, if you need.

1. In the **Name** field, enter your name.
2. In the **Date** field, enter today's date or select from the calendar option.
3. Review the information related to disabilities. Under **Please check one of the boxes below**: select either Yes, No, or I don't wish to answer**.**
4. Click **Save and Continue.**
5. You will be taken to a **Review** page. Before clicking submit please be sure to review your application to ensure it is accurate and all documents you want to include with your application are submitted. Once your application is submitted you will not have the opportunity to edit or add additional documents. When you are ready, click **Submit**.

You will receive a pop-up when your application is submitted successfully. Click the **X** on the pop up to continue searching for other positions.

Forgot your Password

1. Click on the **Forgot Password** button under Sign In.
2. You will be required to enter your **email address** and click **Submit.**
3. Check your **email** for password reset instructions.

View My Submitted Applications

If you wish to view any previously submitted applications, you can go to your Candidate Home.

1. After you complete an application, you are immediately taken to the Candidate Home to indicate that your application was received.
   If you want to check on the status of your application at a later time, you can open the **Candidate Home** from the **Penn State HR website**. Scroll down to the **Interested in a Career with Penn State** heading and click on the type of posting you are interested in: Penn State Student, Academic & Faculty, and Staff & Technical Service.

2. Click **Sign In** in the top right-hand corner. If you are not already logged in, enter your **login** information.
3. You will see a heading near the top of the page, **YOUR NAME-Candidate Home**. If not, click on Candidate Home in the top right-hand corner.
4. Directly below the Candidate Home header, you will find any tasks awaiting you on your application. Check out the My Tasks section below for information on how to take actions on any tasks you receive.
5. Below these messages, you will find the heading **Submitted Applications.** You will see a table with the job title, your current status, and an actions column. For example, your status could be Application Received or Under Consideration.
6. Under **Actions**, you will have a **Manage** button and you can take one of two possible actions:

Title	Description
View My submitted Application	Information you entered on your application.
Withdraw Application	Remove yourself from the applicant pool; you CAN NOT re-apply to the same job

7. In the **Job** column, click on the J**ob Posting Title** to launch the original job posting.

My Tasks

Reference Check

If you move forward in being considered for a job opportunity, you may be asked to provide references. You will need to either upload a document listing your references and their contact information or complete the reference fields. You'll then have a check box to acknowledge that you have either uploaded a document with your reference information or added the information into the Workday fields.

Accepting an Offer

If an offer is extended to you, you will receive communication about the offer. Along with that communication, you must complete tasks in the Candidate Home based upon the job. These tasks may include uploading a signed offer letter, acknowledging a position, and providing personal information and social security number. To finalize your offer, please complete all tasks on your Candidate Home page. You can find directions for those tasks below.

Reviewing and Uploading a Signed Offer Letter in Workday

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, **navigate to Workday**.
2. In the top right-hand corner, click on **Sign In**. Enter your **username** and **password** to access your account.
3. In the top right-hand corner, click on **Candidate Home**.
4. Under **My Tasks**, you will see a task to **Review Offer Documents.**
5. To the right of this task, click on **Start.**
6. Click on **Offer Letter DATE.pdf**. Your offer letter will download for you. **Open** and **print** it. **Sign above** the **Candidate Signature** line.
7. **Scan** a copy of your signed offer letter (photo is acceptable).
8. Click **Upload.** Find the document and click **Open.** **(**The trash can icon to the right will allow you to delete a document you have uploaded.)
9. You may add a comment. Click **OK.**
10. You will receive a pop-up that the task has been completed. Click the **X** in the top right-hand corner of the pop-up. The next task has automatically loaded for you. Proceed to the **Provide Personal Information** section below.

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, **navigate to Workday**.
2. In the top right-hand corner, click on **Sign In**. Enter your **username** and **password** to access your account.
3. In the top right-hand corner, click on **Candidate Home**.
4. Under **My Tasks**, you will see a task, **Acknowledgement of Employment.**

5. To the right of this task, click on **Start.**
6. Click on **Acknowledgement of Employment DATE.pdf**. The details of the employment offer will download for you. **Open** and review the details of your offer.
7. Once you've reviewed the details of the offer, **return to the Workday Acknowledgement screen**.
8. If the terms are acceptable, click the **checkbox under I Agree**. This acceptance does not apply for any additional positions you may have accepted.
9. You may add a comment.
10. Click **OK.**
11. You will receive a pop-up that the task has been completed. Click the **X** in the top right-hand corner of the pop-up. The next task has automatically loaded for you. Proceed to the **Provide Personal Information** section below.

Provide Personal Information

You should NOT provide your personal information until you have accepted/acknowledged the offer. If this task automatically loads for you from a previous task, you can skip steps #1-5 below.

1. Once you have accepted the offer, **navigate to Workday**.
2. In the top right-hand corner, click on **Sign In**. Enter your **username** and **password** to access your account.
3. In the top right-hand corner, click on **Candidate Home**.
4. Under **My Tasks**, you will see a task to **Provide Personal Information.**
5. To the right of this task, click on **Start.**
6. In the **Date of Birth** field, type in your date of birth or click on the calendar to navigate to the date.
7. In the **Legal Sex** field, click the **arrow** and select an option.
8. In the **Ethnicity** field, click the **list icon** and then the **checkmark** to the left of your **ethnicity**.
9. Click **OK**.

10. You will receive a pop-up that the task has been completed. Click the **X** in the top right-hand corner of the pop-up. The next task has automatically loaded for you. Proceed to the **Provide Social Security Number (SSN) or National ID** section below.

Provide Social Security Number (SSN) or National ID

You should NOT provide your social security number until you have accepted/ acknowledged the offer. If this task automatically loads for you from a previous task, you can skip steps #1-3 below.

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. If you have not already, navigate to Workday and Sign In. In the top right-hand corner, click on **Candidate Home**.
2. Under **My Tasks**, you will see a task to **Provide Social Security Number (SSN) or National ID.**
3. To the right of this task, click on **Start.**
4. In the **Country** field, click the **arrow** and select the **country** in which you live.
5. In the **National ID Type** field, click the **arrow** and select either Social Security Number (SSN) or U.S. Individual Taxpayer Identification Number (ITIN).
6. In the **Identification Number** field, enter your SSN or Taxpayer ID Number.
7. Click **OK.**
8. You will receive a pop-up that the task has been completed. Click the **X** in the top right-hand corner of the pop-up. You have completed all of the tasks to accept the offer of employment with the University.

Process Changes

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