

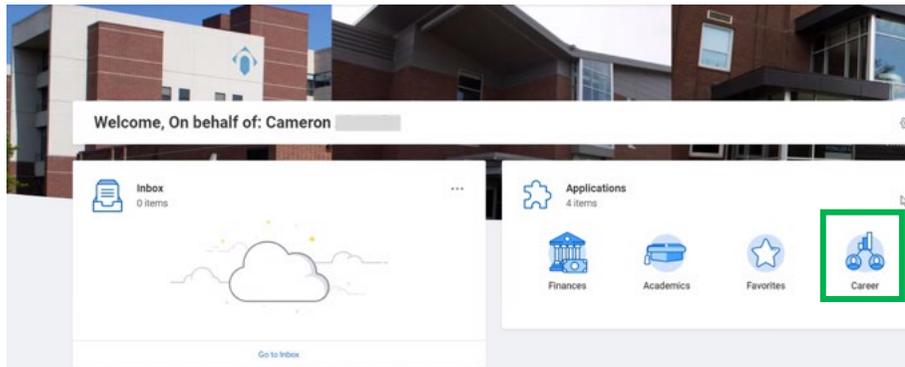


Student Applies for Job Posting on Student Career Site

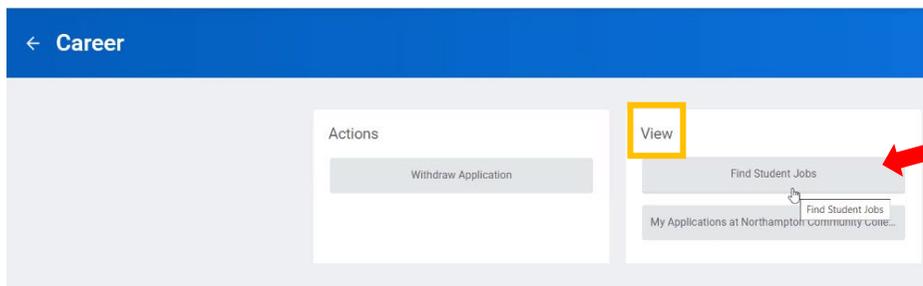
Overview

This overview will show you how to find and apply for job postings on the Student Career site.

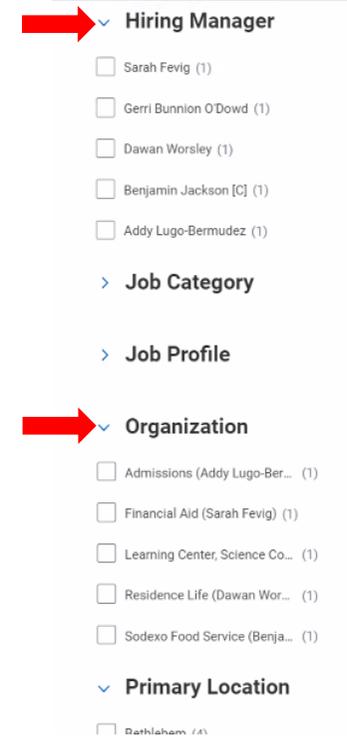
1. Log into your Workday account and select the **“Career”** Application.



2. In the **View** column, select **Find Student Jobs**.



3. You can browse through the available Job Requisitions. You can filter by Organization (department), Hiring Manager, Location, etc. to narrow down the list of Job Requisitions.





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4. Click on desired position to view the **Job Posting Details**.

Find Student Jobs Actions

Q search

> Saved Searches

Current Search Save

Clear All

Full/Part-time

Part time (5)

Hiring Manager

Sarah Fevig (1)

Gerri Bunnion O'Dowd (1)

Dawan Worsley (1)

Benjamin Jackson [C] (1)

5 Results

Admissions Campus Tour Guide
JR1263 | Posting Date: 02/09/2021 | Remote

RA Take 2
JR1257 | Posting Date: 01/11/2021 | Bethlehem

Student Worker - Federal
JR1247 | Posting Date: 01/10/2021 | Bethlehem

Student Worker, The Learning Center
JR1225 | Posting Date: 01/07/2021 | Bethlehem

Food Service Worker-5

5. Click **Apply**.

View Job Posting Details
Admissions Campus Tour Guide Actions

Job Description

JOB DESCRIPTION

here is the description

Apply

Student Career Site: Admissions Campus Tour Guide

Job Details

Job Requisition ID	JR1263
Location	<input type="radio"/> Remote
Posting Date	02/09/2021 - Today
Job Family	Student Worker
Time Type	Part time
Job Type	Student
Supervisory Organization	Admissions (Addy Lugo-Bermudez)

6. **Quick Apply** Tab: The student may upload a resume in the designated area (optional).

Job Application for Admissions Campus Tour Guide

Quick Apply

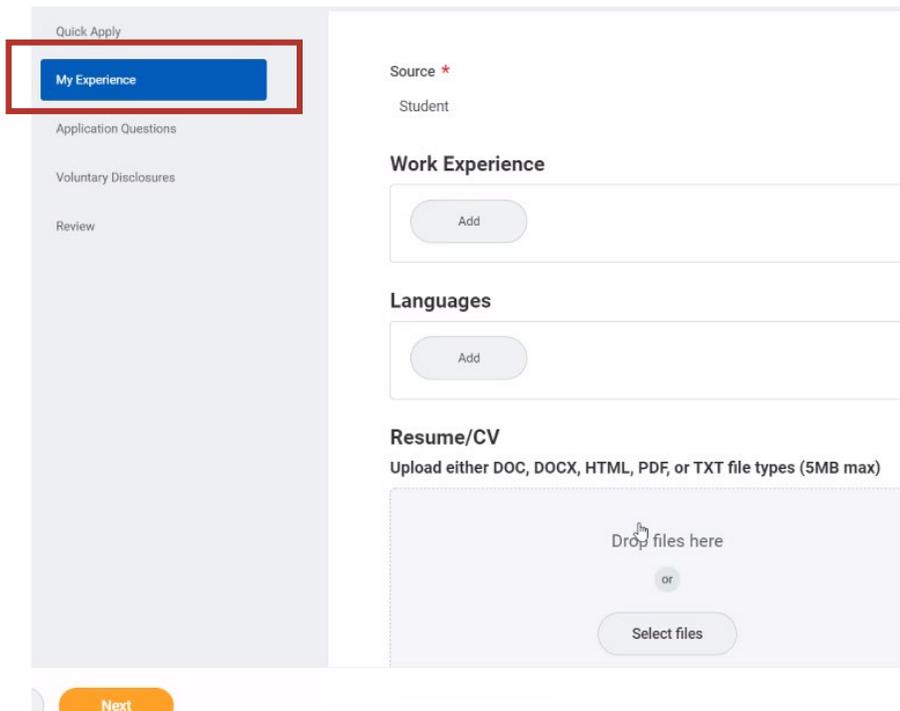
Import your resume here for a jump-start on applying, or fill in your information manually on the following pages.

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Drop file here
or
Select files

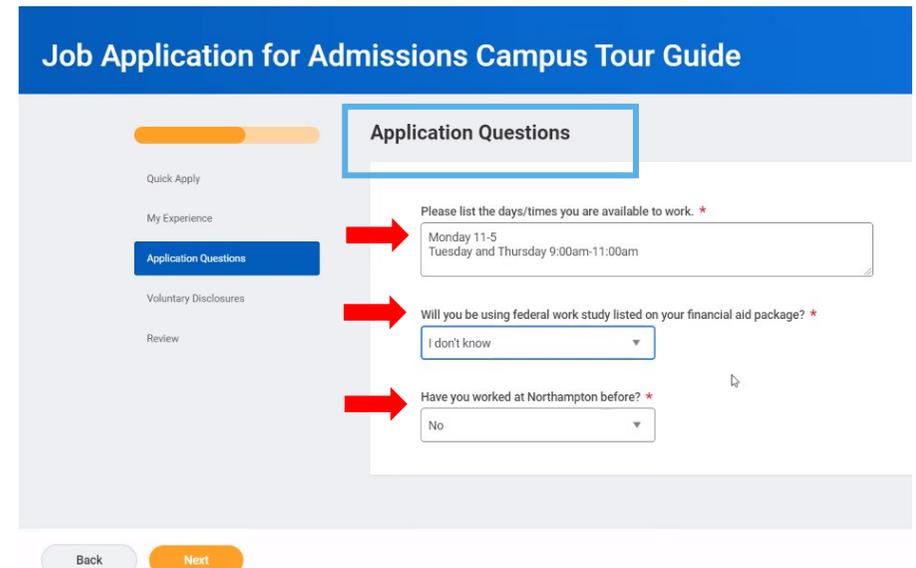
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7. Click **Next**. Continue entering information in each tab.
8. The **My Experience** Tab – the student can add Work Experience, Languages, Resume/CV in the areas shown, then click **Next**.



The screenshot shows the 'My Experience' tab selected in a sidebar. The main content area is divided into three sections: 'Work Experience', 'Languages', and 'Resume/CV'. Each section has an 'Add' button. The 'Resume/CV' section includes a file upload area with a 'Drop files here' prompt, an 'or' option, and a 'Select files' button. A 'Next' button is located at the bottom right of the page.

9. The **Application Questions** Tab: The student will complete three required questions, then click **Next**.



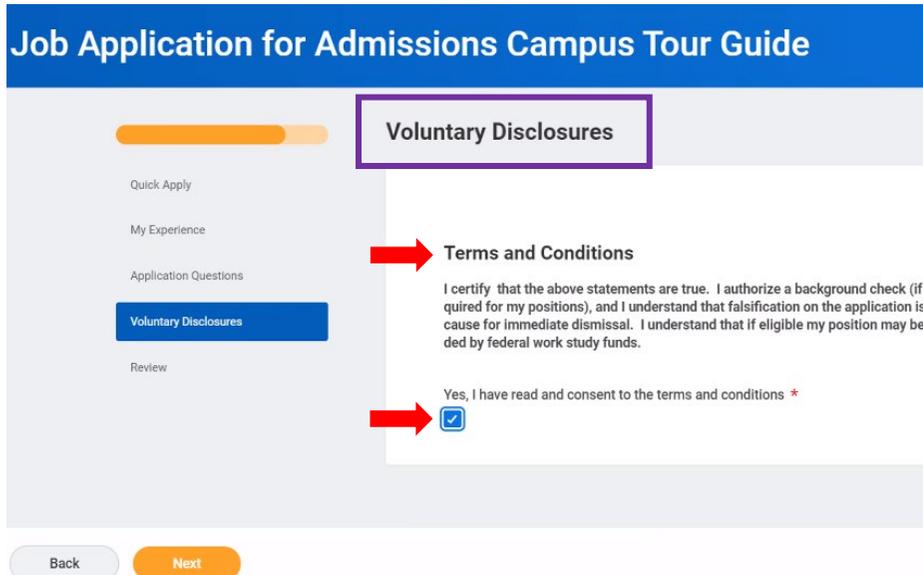
The screenshot shows the 'Application Questions' tab selected in a sidebar. The main content area contains three required questions, each with a red arrow pointing to its input field:

- Question 1: "Please list the days/times you are available to work. *" with a text input field containing "Monday 11-5 Tuesday and Thursday 9:00am-11:00am".
- Question 2: "Will you be using federal work study listed on your financial aid package? *" with a dropdown menu showing "I don't know".
- Question 3: "Have you worked at Northampton before? *" with a dropdown menu showing "No".

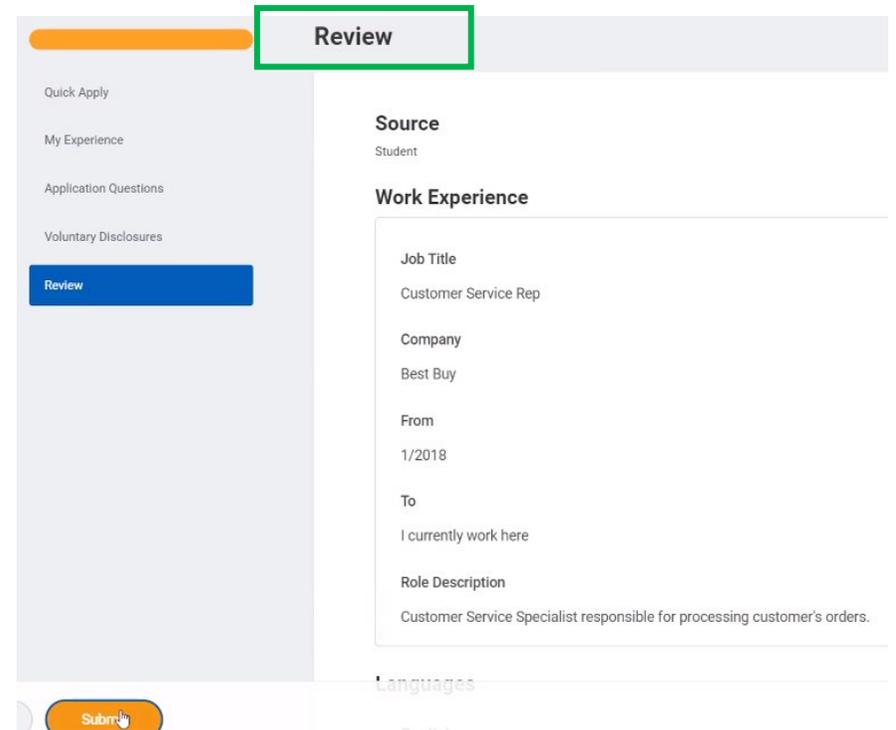
 At the bottom of the page, there are 'Back' and 'Next' buttons.

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10. The **Voluntary Disclosures Tab**: Read the *Terms and Conditions*; click the checkbox to verify.



11. The **Review** Tab: Look over the responses entered.



12. Click **Submit**, then click **Done**.