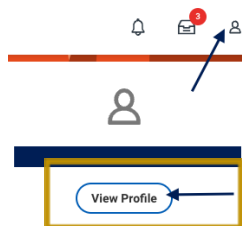


The following job aid will provide instructions for how to apply for a Student Employment job in Workday

Please note, prior to accessing Workday, Students must set up their Okta Accounts. Instructions can be found here:

Freshservice: Getting Started With Your Endicott Okta Account

If you have worked at Endicott College and you are returning to the same job this semester – you do not need to reapply to that job. You should log into Workday and review your Profile to confirm your Supervisory Org & Job Title is correct for your Time Card submissions ahead of your first pay period.



To Apply for a Student Employment Job in Workday

1. Log into the [Okta Dashboard](#) and select the **Workday Tile Icon**. If you are unable to access Okta, please open a [Freshservice ticket](#).

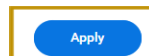


2. Type **Student Jobs** in the Search Bar and select the report to view all open positions.



4. In the right windowpane, **select the hyperlink** for the position to review the job description.

5. Click the **Apply** button to move forward with the application process.



6. Under the **Quick Apply** section, upload your resume if you have one.

7. Under **My Experience**, for Source, select Current Student (Non-Worker) if you **have never** worked at Endicott before and Internal Worker (Faculty, Staff, Student) if you **have** worked at Endicott before. If you did not upload your resume, fill in the rest of the fields and click Next.

8. Answer the questions under **Application Questions** and then click Next.

9. Under **Voluntary Disclosures**, check the box under Terms and Conditions and then click Next.

10. Under **Self Identify**, fill in the fields only if applicable and then click Next.

11. Review the data, and then click Submit. You will hear from the Hiring Manager whether or not they would like to move you forward for an interview within 5 to 10 business days.

12. If you are selected for the position, you will receive a task in your inbox to accept an offer. You will then need to complete the Onboarding process within three days of your start date. Please refer to the [Onboarding Job Aid](#)

If you have questions regarding Student Employment, please reach out to studentemployment@endicott.edu.

If you are having technical issues with the hiring process in Workday, please open a [Freshservice ticket](#).