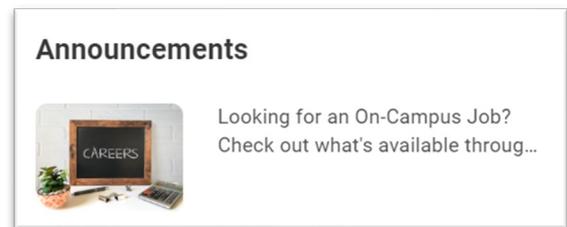
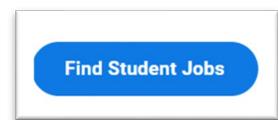
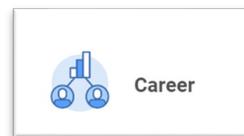


## Find and Apply for On-Campus Jobs

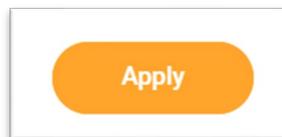
*On-Campus jobs are posted in Workday! All students have access to Workday.*

Instructions for finding and applying for campus jobs.

1. Log into [Workday](#).
2. To access jobs, select one of the following:
  - Click on the **Career** app then click on **Find Student Jobs**
  - Click on the **Student Jobs announcement**, then click on **Find Student Jobs**.
  - Type “**Find Student Jobs**” in the search bar then click on the **Find Student Jobs Report**.



3. The Find Student Jobs page will display all the jobs that are available. Click on the job title to review in further detail.
  - If interested, click on **Apply** from the job posting page.



**Need help creating a resume?** Use this [template](#) to get started. The CXD Peer Advisors are also a great resource – check Handshake for drop-in hours and additional resources!

## Find and Apply for On-Campus Jobs

4. The quick apply feature will walk you through several screens to complete your application.

- On the first page you may **upload a resume**. Click Next.
- Once uploaded, your work experience will prepopulate on the next page. **Review for accuracy**. Make any necessary edits and if requested, attach documents at the bottom of the page to support your application. If you choose not to upload a resume, you can enter your work experience in the required fields. Click Next.
- The application questions page is where you will provide more information about you and your interest in the position. Click Next.
- On the Voluntary Disclosures page, you will be asked to select your race/ethnicity. *This is voluntary. Select “None of the above” if you do not wish to disclose.*
- Review the Terms and Conditions for the application then click on the box to certify. Click Next.
- On the final page, review your information and make any necessary edits. Once complete, click “Submit”.

**Quick Apply**

My Experience

Application Questions

Voluntary Disclosures

Review

A resume is required for applications for all jobs. If you apply for multiple jobs, you will have to submit your resume for each application.

Upload your resume using the Quick Apply feature. Your work experience will be automatically pulled from your resume directly into your candidate profile. This process is not perfect, so be sure to review all the information in the Experience section and make any necessary edits before submitting.

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

### Additional Information:

- You can review your applications at any time by selecting the Career application and then clicking on “My Applications.”
- Positions applied to, and the status of the search will be displayed.

My Applications

Date Applied	Candidate Stage	Job Title	Job Requisition	Department
03/09/2023	Review	<a href="#">Student Jobs: Printmaking Studio Monitor</a>	JR-0000000007 Printmaking Studio Monitor (Open)	<a href="#">Visual Arts (Student) (Colleen Kinsella, Gina Rose Warren)</a>

- You can withdraw your application at any time by selecting the Career app and then clicking on “Withdraw Application”. Check the box next to the job you wish to withdraw from and click ok. You will be asked to confirm. Check the box and click ok.



Notifications will come to your **Bowdoin email**. Watch for communications regarding your application materials, offer letter, confidentiality agreement, and employment forms, if offered a job.