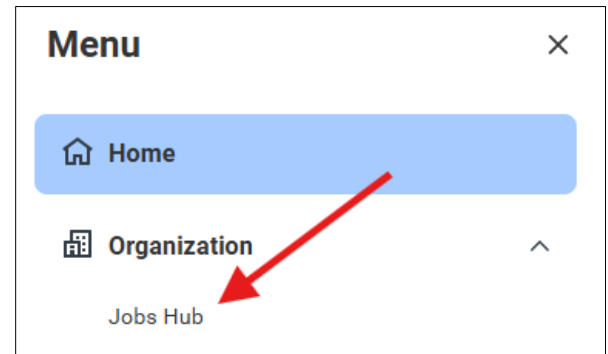


Find and Apply for On-Campus Jobs

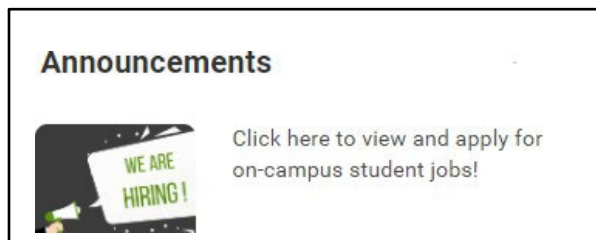
On-Campus jobs are posted in Workday. All students have access to Workday.

Instructions for finding and applying for campus jobs.

1. Log into [Workday](#).
2. To access jobs, select one of the following:
 - Click on the **Jobs Hub** under the menu on the left-hand side of the home page
 - Click on the Find Student Jobs quick action in the middle of the home page



Click on the **Student Jobs** announcement, then click on **Find Student Jobs**.



3. The 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!

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

The screenshot shows a 'Quick Apply' interface. On the left is a sidebar with a progress indicator (an orange bar) and four menu items: 'Quick Apply' (highlighted in blue), 'My Experience', 'Application Questions', 'Voluntary Disclosures', and 'Review'. The main content area has the title 'Quick Apply' and contains the following text:

To begin your application, upload your resume below. Your work experience will be automatically pulled from your resume directly into your application. This process is not perfect, so be sure to review all the information in the Experience section and make any necessary edits before submitting.

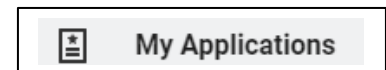
If you choose not to upload a resume, you will be required to enter your work experience on the next page.

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

- 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, 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".

Additional Information:

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



Submitted Applications 2 items

Submitted Date	Job Title	Job Requisition	Application Status	Supervisory Organization	Location	Hiring Manager	Recruiter	My Tasks	Manage Application
02/22/2024	Student Organic Garden Assistant	JR-0000000416 Student Organic Garden Assistant	Under Consideration	Bowdoin Organic Garden (Student) (Deborah W Infante)	Maine	Deborah W Infante	Lisa Beneman		View Application Withdraw Application
02/22/2024	Magee's Grill Assistant (spring)	JR-0000000451 Magee's Grill Assistant (spring)	Under Consideration	Smith Union Dining (Student) (Richard E Escorsio)	Maine	Richard E Escorsio	Richard E Escorsio		View Application Withdraw Application

- You can withdraw your application at any time by selecting the Jobs Hub app, click My Applications and then click on "Withdraw Application".



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