

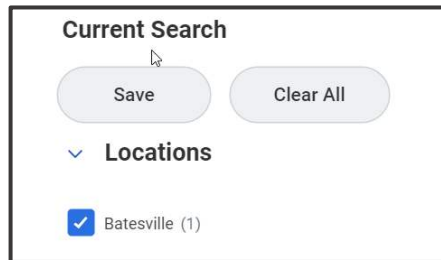
Student: Find Jobs for Students

This quick reference guide (QRG) provides instructions on how to search for student jobs at your institution.

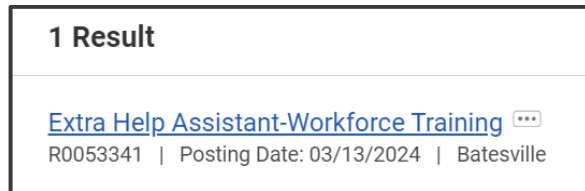
FIND STUDENT JOBS

From the Workday Home page:

1. Type and select 'Find Jobs for Students' in the search bar.
2. Use the filters on the left side of the page to narrow the results as desired. (e.g. Select a specific Location to see only jobs from that location, or choose a Time Type of Part or Full time to see only those types of job postings.)

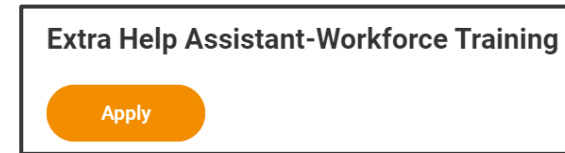


3. Click a job name to view the posting details.



Note: Read the details of the posting carefully before applying, paying attention to listed job duties, requirements, and qualifications listed for the position.

4. Click **Apply** to apply for the position.



5. Complete the application as listed, including uploading any required documents.
6. Click **Submit**.