



Job Application

This How-To Guide covers the Job Application process for internal and external candidates.

Internal Candidates Start Here

1. Open **Google Chrome** and navigate to Workday.
2. If prompted, login with your **College email and password**.
3. Enter **Find Jobs** into the search bar to navigate to that report.
4. Select the position for which you want to apply as shown in the image below.

5. Select **View Job**
6. Select **Apply**. An internal candidate application auto-populates the worker profile summary. Any information not auto populated should be entered at this time, and the applicant resume and cover letter can be uploaded.
7. Complete the fields shown, as applicable.
8. Select **Submit**.



External Candidates Start Here-

1. Navigate to the Bryn Mawr College [external career site](#).
2. Sign into your candidate account or create one, as applicable.
3. Navigate to the job search page by selecting **Search for Jobs** in the page header.
4. Search for the position you are applying for, as shown in the image below.

Search for jobs or keywords **Search**

Location ▾ Full/Part-time ▾ Job Category ▾ More ▾

5 JOBS FOUND

Web Writer & Content Specialist
📍 Bryn Mawr College Campus 📄 Full time
🕒 Posted 6 Days Ago
JR-000210

Hanna Holborn Gray Research Mentor
📍 Bryn Mawr College Campus 📄 Part time
🕒 Posted 7 Days Ago
JR-000209

Director, Health Services
📍 Bryn Mawr College Campus 📄 Full time
🕒 Posted 9 Days Ago
JR-000206

About Us

**BRYN MAWR
COLLEGE**

Jobs

Bryn Mawr College is a private liberal arts institution located approximately 11 miles west of Philadelphia, Pa., and serves a population of 1,700 students at both the undergraduate and graduate levels. The College has a long tradition of educational excellence offering a dynamic and challenging work environment. We are easily reached by public transportation as well as most major highways. We offer competitive salaries and [excellent benefits](#). Bryn Mawr College is committed to building a culturally diverse environment and strongly encourages applications from minority candidates. The Human Resources Department at Bryn Mawr College is responsible for the recruitment and hiring of all staff positions.

5. Select **Apply**.
6. You may upload your resume and cover letter to auto-populate your details.
7. Optionally, if you choose to apply via a third party (e.g., LinkedIn) sign into that account to sync your profile information directly to the application.
8. Update or add information to the application.
9. Add experience, education, social media links, and any additional attachments. Select **Save and Continue**.



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10. Complete application questions, voluntary disclosures, terms, and self-identification.

11. Select **Save and Continue** to reach the final summary. Review your application and select **Submit**. A status notification appears, confirming your submission.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.