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.

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**.

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.