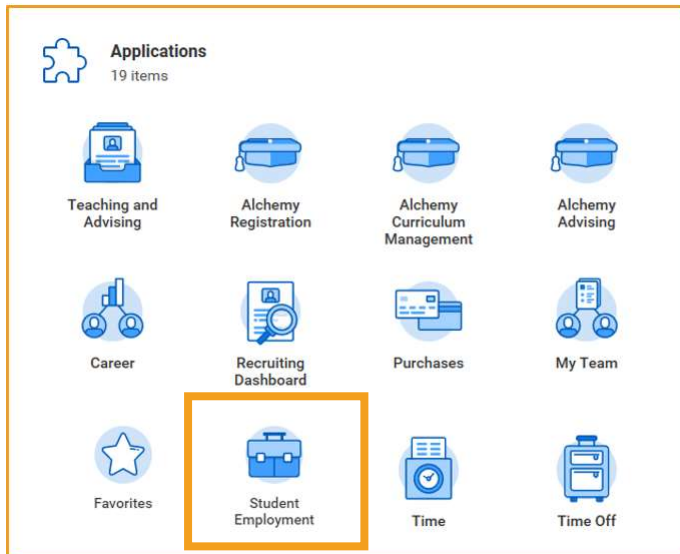


## ACCESSING JOB POSTINGS

Here's how to access and apply to open jobs for students.

### STEP 1

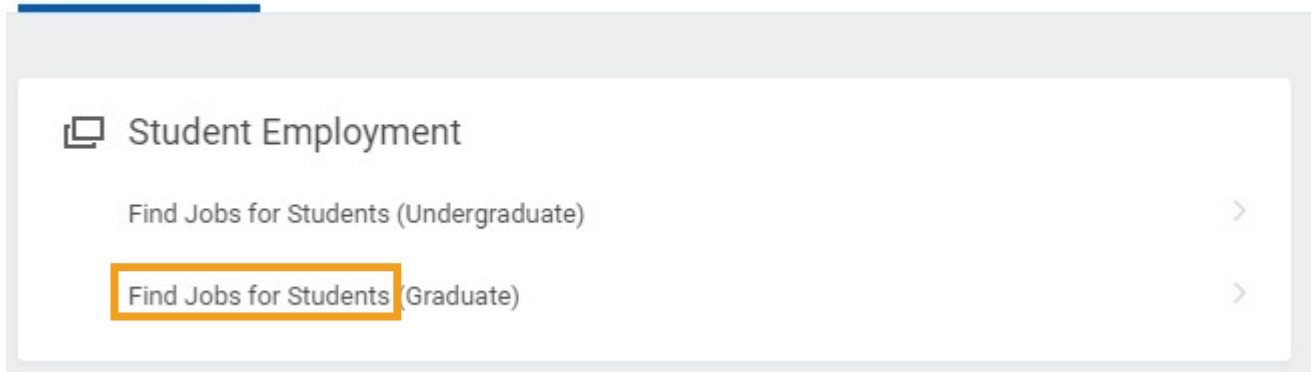
After logging in to Workday, select the **Student Employment** worklet.



### STEP 2

This takes you to the **Student Employment** dashboard. From there, click the **Find Jobs for Students** report. There are separate reports for Undergraduate and Graduate students.

#### Student Employment



### STEP 3

On the **Find Jobs for Students** page you will see the list of available jobs.

**Find Jobs for Students (Undergraduate)** Actions

[Saved Searches](#)

**Current Search** Save

Clear All

Full/Part-time

☐ Part time (13)

Hiring Manager

☐ Mia Jepsen (5)  
☐ Natalie Hayes (3)  
☐ Martin McCarthy (2)

If you are looking for Summer Employment, please enter "Summer Session" in the search box.

**13 Results**

Office Assistant Test Job  
R0000281 | Posting Date: 07/26/2019 | Rauch Admin

Office Assistant I  
R0000279 | Posting Date: 07/08/2019 | LaCava Campus Center

undergrad  
R0000277 | Posting Date: 06/20/2019 | LaCava Campus Center

Summer Clerk

### STEP 4

On the left you can sort

- By Full/Part-time, all student employment jobs are part-time
- By Hiring Manager, the name of the supervisor for the job
- By Job Profiles, the general description of the job title
- By Job Type, Academic Year or Summer
- By Organization, the department posting the job

**Current Search** Save

Clear All

Full/Part-time

Hiring Manager

Job Profiles

Job Type

Organization

## STEP 5

Click a job title in blue to view more information and apply for a job.

### Office Assistant Test Job

R0000281 | Posting Date: 07/26/2019 | Rauch Admin

## Step 6

You will be on the **View Job Posting Details** where you can see the Job Description, the pay range and some basic Job Details. Click the **Apply** button to apply for the job.

## View Job Posting Details

Office Assistant Test Job [Actions](#)

### Job Description

Office Assistant Test Job

Pay Range \$12.00 - \$12.25

#### [DIVERSITY STATEMENT](#)

Bentley University strives to create a campus community that welcomes the exchange of ideas, and fosters a culture that values differences and views them as a strength in our community.

Bentley University is an Equal Opportunity Employer, building strength through diversity. The University is committed to building a community of talented students, faculty and staff who reflect the diversity of global business. We strongly encourage applications from persons from underrepresented groups, individuals with disabilities, covered veterans and those with diverse experiences and backgrounds.

[Apply](#)

[Undergraduate Student Jobs: Office Assistant Test Job](#)

### Job Details

Job Requisition ID	R0000281
Location	<a href="#">Rauch Admin</a>
Posting Date	07/26/2019 - Today
Job Family	Student
Time Type	Part time
Job Type	Academic Year Student
Supervisory Organization	<a href="#">Financial Assistance (JM) (Karla Aguirre)</a>

## Step 7

- You are now in the **Quick Apply** section that allows you to upload or drop your resume as a DOC, DOCX, HTML, PDF, or TXT file of no more than 5MB.
- If you use this section it will pre-populate anything it can from the file in the My Experience section; you will have the ability to edit the pre-populated information from the next screen. Uploading a resume on this screen is not required.
- Click **Next**.

# Job Application for Office Assistant Test Job

Quick Apply

My Experience

Application Questions

Voluntary Disclosures

Review

## Quick Apply

Please carefully read the following instructions before beginning your application.

You can make completing your job application easier by uploading your resume / CV using the **Quick Apply** feature. This is an **OPTIONAL** feature that will automatically parse your work experience, education, and skills from your resume / CV into your candidate profile.

If you do use the **Quick Apply** feature, please be sure to review the parsed information before submitting your application to ensure it is accurate. Also, please be sure to include end dates on your work experience and education unless you are presently employed or still completing your education, then select the "I currently work here" or "Currently Enrolled" option.

Even if you use the **Quick Apply** feature you are still required to upload a resume in the "My Experience" section of this application. In order to be considered as an applicant for any position at Bentley University you **MUST** submit a cover letter and resume for each job application. Note that you will not be able to preview your attached documents before submitting. You will see an icon confirming your uploaded resume on the summary screen, but an icon representing your cover letter will *not* be displayed.

Once your application has been submitted, you will not be able to return later to add or change documents.

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

Drop file here

or

Select files

Next

## Step 8

You are now in the **My Experience** section where you can enter any prior work experience or skills.

- If you didn't attach any resume in the Quick Apply you will be asked to upload or drop your Resume here before you can continue.
- If you attached your resume with Quick Apply, you can view and edit the information pre-populated from your resume file.
- Click **Next** at the bottom.

The screenshot shows a web interface for the 'My Experience' section. On the left is a sidebar with a progress bar and navigation links: 'Quick Apply', 'My Experience' (highlighted in blue), 'Application Questions', 'Voluntary Disclosures', and 'Review'. The main content area is titled 'My Experience' and contains several sections: 'Source' with a dropdown menu showing 'Student'; 'Work Experience' with an 'Add' button; 'Education' with an 'Add' button; 'Skills' with a text input field and the instruction 'Separate each skill with a comma.'; 'Languages' with an 'Add' button; and 'Resume/CV' with an upload instruction 'Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)' and a dashed box containing 'Drop files here', 'or', and a 'Select files' button. At the bottom are 'Back' and 'Next' buttons.

**My Experience**

Quick Apply

**My Experience**

Application Questions

Voluntary Disclosures

Review

Source \*

Student

**Work Experience**

Add

**Education**

Add

**Skills**

Separate each skill with a comma.

**Languages**

Add

**Resume/CV**

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

Drop files here

or

Select files

Back Next

## Step 9

- You will now be in the Application Questions section
- Select Yes or No for your work availability for each day; when you select Yes a box will appear for you to enter times for that day.
- Click **Next**.

Quick Apply

My Experience

**Application Questions**

Voluntary Disclosures

Review

### Application Questions

Please indicate the days you are available to work below:

Monday

Yes

Which times are you available? \*

12-3

Tuesday

No

Wednesday

select one

Thursday

select one

Friday

select one

Saturday

select one

Sunday

select one

Back

Next

### Step 10

On the **Voluntary Disclosures** page, please review Bentley University's Terms and Conditions for job applications and acknowledge that you have read them by clicking the box and then the **Next** button.

## Job Application for AP Office Assistant

Voluntary Disclosures

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>

### Terms and Conditions

**Certification**  
I certify that the information provided here and in my résumé is true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this employment application or in my résumé as may be necessary to arrive at an employment decision. I understand that this application and any other documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment under proper notice, or may be terminated by the employer at any time and for any reason. I understand that any statements to the contrary are expressly disavowed and should not be relied upon by any prospective or current employee, unless in writing and signed by the president of Bentley.

In the event of employment, I understand that false or misleading information given in my application, résumé or interview(s) may result in discharge.

Yes, I have read and consent to the terms and conditions \*

☐

Back

Next

### Step 11

On the **Review** page, you have a final chance to review or change your information before submitting it to the job's hiring manager. When your application is complete, click Submit.

The screenshot shows a web interface for a job application. At the top is a blue header with the text "Job Application for AP Office Assistant". Below this is a light gray section with the word "Review" centered. A progress bar is shown with a small orange circle on the left and a long orange bar extending to the right. The main content area is white and contains two sections: "Source" with the text "Student" below it, and "Resume/CV" with a blue document icon labeled "DOC" and the filename "Vacation Borrow Form.docx" below it. At the bottom of the form are two buttons: a gray "Back" button and an orange "Submit" button.

### Step 12

You will see a message stating that you have successfully applied for a job.



### Step 13

Based on the Hiring Manager's decision, you will receive a Workday notification.

- Application declined notification

Job Application: [REDACTED] (Student) - R0000401 AP Office Assistant  
(C00007194) on 08/07/2019



29 second(s) ago

Dear [REDACTED]

[REDACTED] has reviewed your job application materials and unfortunately, does not feel that you are currently a match for their position.

We encourage you to view other vacancies both on and off campus through the Student Employment website at <http://www.bentley.edu/student-employment/>.

Sincerely,

Student Employment Office  
RAUCH 104  
Student\_Employment@bentley.edu  
Phone: 781-891-3441  
Fax: 781-891-2448

Details Job Application: [REDACTED] - R0000401 AP Office Assistant (C00007194) on 08/07/2019

- Hiring Manager requests an interview notification

Job Application: [REDACTED] (Student) -  
R0000401 AP Office Assistant (C00007193) on  
08/07/2019



1 minute(s) ago

Dear [REDACTED]

[REDACTED] has reviewed your job application materials and would like to schedule an interview. Please contact the supervisor at your earliest convenience.

Sincerely,

Student Employment Office  
RAUCH 104  
Student\_Employment@bentley.edu  
Phone: 781-891-3441  
Fax: 781-891-2448

Details Job Application: [REDACTED] (Student) - R0000401 AP Office Assistant (C00007193) on 08/07/2019



- Hiring Manager has offered you the job notification. To accept the job, read the Offer Letter pdf, click the “I Agree” box, and submit the offer acceptance in Workday.

## Print Generated Document



Review Documents for Offer for Job Application:

(Student) - R0000401 AP Office Assistant (C00007192) [Actions](#)

2 minute(s) ago - Due 08/09/2019

### Documents

Document	 Offer Letter 08/07/2019.pdf
Signature Statement	I acknowledge and agree to what has been offered to me
I Agree	<input checked="" type="checkbox"/>

Comment

Submit

Save for Later

Cancel