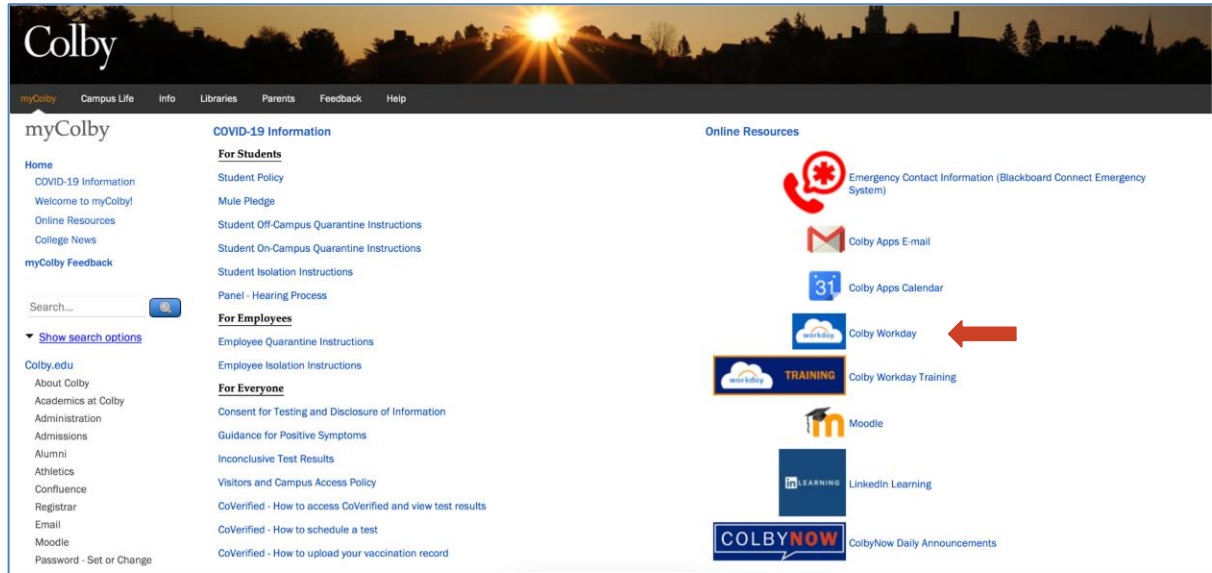
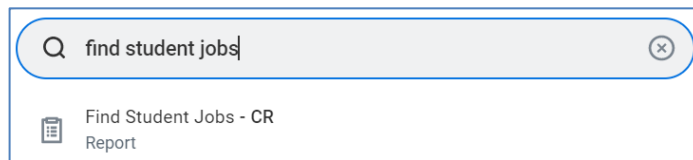


HOW TO APPLY FOR A JOB

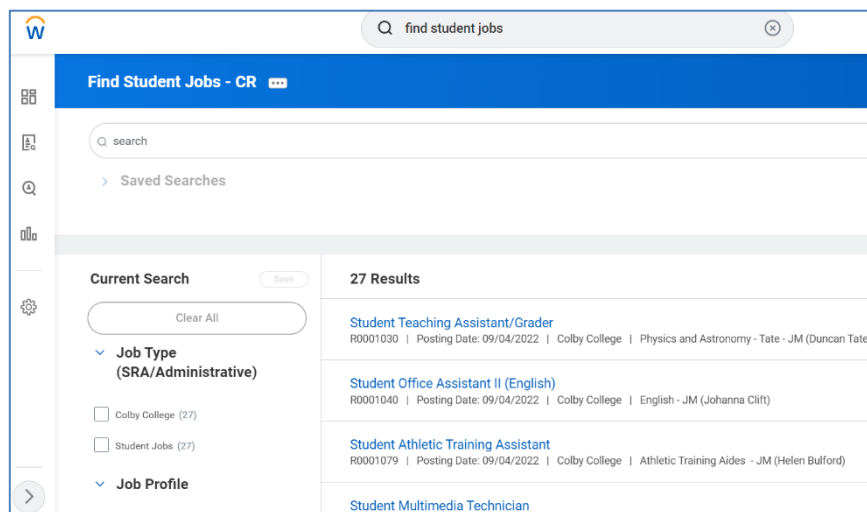
1. Go to Workday.



2. Search for “find student jobs” and click on “Find Student Jobs – CR” report.



3. Choose the job you are interested in.



4. Click “Apply.”

The screenshot shows a job posting interface. At the top, there is a blue header with the text "View Job Posting Details" and "Student Office Assistant II (English)". Below this, the page is divided into two main columns. The left column contains the "Job Description" section, which includes details like "Department: English - JM", "Pay Rate Type: Hourly", and "Employee Type: Job Summary". It also lists "ESSENTIAL FUNCTIONS AND RESPONSIBILITIES" and "QUALIFICATIONS". The right column features a prominent orange "Apply" button at the top, followed by "Job Details" such as "Job Requisition ID: R0001040", "Location: Colby College", and "Posting Date: 09/04/2022 - 1 day ago". At the bottom of the right column, the "Recruiter" information is shown, including a profile picture and name "Jody Leary" and the "Hiring Manager" "Johanna Clift".

5. Attach your resume.

The screenshot displays an application form interface. It features several sections: "Languages" with a "none entered" placeholder, "Skills" also with a "none entered" placeholder, and "Resume / Cover Letter" which includes a large file upload area with a "Drop files here" prompt, an "or" separator, and a "Select files" button. Below the upload area is a text input field labeled "enter your comment". At the bottom of the form, there are three buttons: "Submit" (highlighted in orange), "Save for Later", and "Cancel".

6. Hit the “Submit” button.

After you submit your application, you will see a message, “You have submitted - View Details” and an email, “Thank You for Applying!” in your inbox.

The screenshot shows a job posting page for 'Museum Preparation and Installation' on the Workday platform. A blue notification box at the top center reads 'You have submitted' with a green checkmark icon and a 'View Details' link. A red arrow points to this message. The job details on the right include: Job Requisition ID: R0000861, Location: Colby College, Posting Date: 04/12/2022 - 3 months ago, Job Family: Fine Arts & Museum, Time Type: Part time, Job Type: Temporary (Fixed Term), and Supervisory Organization: Art Installation - JM (Chris Patch). The recruiter is identified as Cora Clukey.

The screenshot shows an email titled 'Thank You For Applying!' from 'DoNotReply@colby.edu' to 'Yixuan.Qiu'. The email content includes: 'Dear Candidate, Thank you so much for applying! Your application will be taken into careful consideration and you will hear back from us after we review your application. Thanks' and a business process reference: 'Business Process: Job Application: Yixuan Qiu (Internal) - R0000861 Museum Preparation and Installation on 07/19/2022'. The subject line is 'Subject: Yixuan Qiu (Internal) - R0000861 Museum Preparation and Installation'. A link is provided: 'Click Here to view the notification details.'