

## **For Non-Colby Students/Non-Colby Employees**

Please find below application instructions for summer jobs through Colby's summer jobs site.

### **Instructions: Viewing and Applying to Jobs in Workday**

- Go to the [Colby Summer Jobs](#) site
- To review a job description and/or apply to a job, click on the Job title
- From within the job posting, click the "Apply" button to apply to a specific job
  - On the next screen, **sign into an existing account** (if you have one and haven't signed in already) **or create a new account**
- Once signed in (via an existing account or the new one you just created), progress through the application screens by hitting the "Back" or the "Next" button (required fields are marked with a red asterisk \*)
- Click the "Submit" button to submit your application for review by the hiring manager

### **To see the summer jobs to which you have applied:**

- Go to the [Colby Summer Jobs](#) site
- If you have an existing account, click the blue "Sign In" button in the upper right; if you are already logged into your account, go to your Profile by clicking on your picture or the cloud icon in the upper-right hand corner, and select Candidate Home
- Go to the Submitted Applications sections

### **All summer hires must complete the Form I-9 (Employment Eligibility Verification) on or before their first day of employment.**

- Non-Colby Students – schedule an appointment with HR to complete this task.
- Colby Students – those new to working on campus will have to also complete the Form I-9 on or before their first day of work.
- Please find a link to the form [here: Form I-9, Employment Eligibility Verification](#).
- Please complete Section 1 only. For approved forms of ID to present, please see Lists of Acceptable Documents on Page 3. Please bring your original IDs and not copies. You can bring one ID from list A or a combination of IDs, one from List B + another from List C.
- I-9 Drop-in hours for summer employment will be:
  - Tuesday & Wednesday 2 – 4 p.m.
  - Thursday 3:30 – 5 p.m.
  - Or by appointment.