

For Colby Students/Employees

Please find below application instructions for summer jobs through Colby's internal careers site for those with Colby authentication (login) credentials.

Instructions for Viewing and Applying to Summer Jobs in Workday

- Log into Workday (If you need assistance logging in, please contact the ITS Support Center at 207-859-4222 or support@colby.edu)
- Type "Find Summer Jobs" (without quotes) in the search bar in Workday. Select "**Find Summer Jobs – CR**"
- To review a job description and/or apply to a job, click on the Job title to go to the job posting.
- From within the job posting, click the orange "**Apply**" button to apply to a specific job.
- Submit a resume and cover letter, (if requested within the job description), and complete the **Summer Housing Application Questionnaire** at the bottom of the page
- Click the orange "**Submit**" button to submit your application for review by the hiring manager.

To see the summer jobs to which you have applied in Workday, type My Applications in the Workday search bar.

Contact student employment at studentemployment@colby.edu to confirm your I9 completion after your hiring manager chooses you for the job (moved you forward in Workday but before start working!

You cannot submit your time or get paid before having this completed. Original IDs will be needed to complete the I9 form!

Please note we are posting jobs daily and more jobs will be posted very soon!