

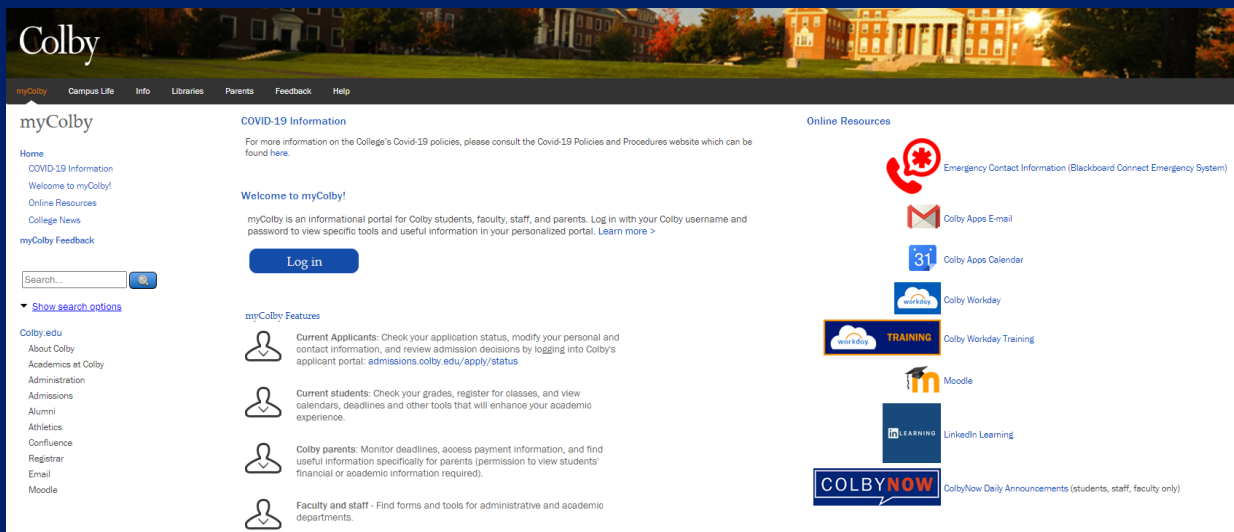


Applications: How to Apply for a Job

HOW TO APPLY FOR A JOB

Note: As an incoming student, you will be given a Colby login. This will be the same login you use to access myColby, OKTA, Workday, Moodle, and more. You can access Workday through [myColby](#) (in the panel on the right-hand side), or through [OKTA](#). If this is your first time accessing OKTA, you may need to set-up Multi-Factor Authentication (MFA). A guide to this can be found [HERE](#). If you have any questions or need assistance, contact the Colby ITS Support Center (support@colby.edu, P: 207-859-4222).

1. Go to [myColby](#) and log in with your Colby username and password.



Welcome to myColby!

myColby is an informational portal for Colby students, faculty, staff, and parents. Log in with your Colby username and password to view specific tools and useful information in your personalized portal. [Learn more >](#)

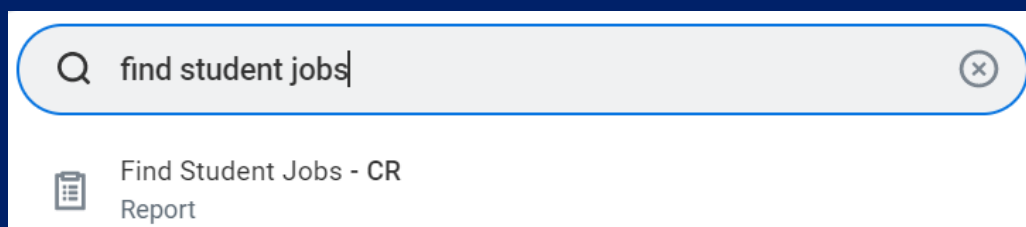
Log in ←

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2. Click on “Colby Workday” under “Online Resources”.

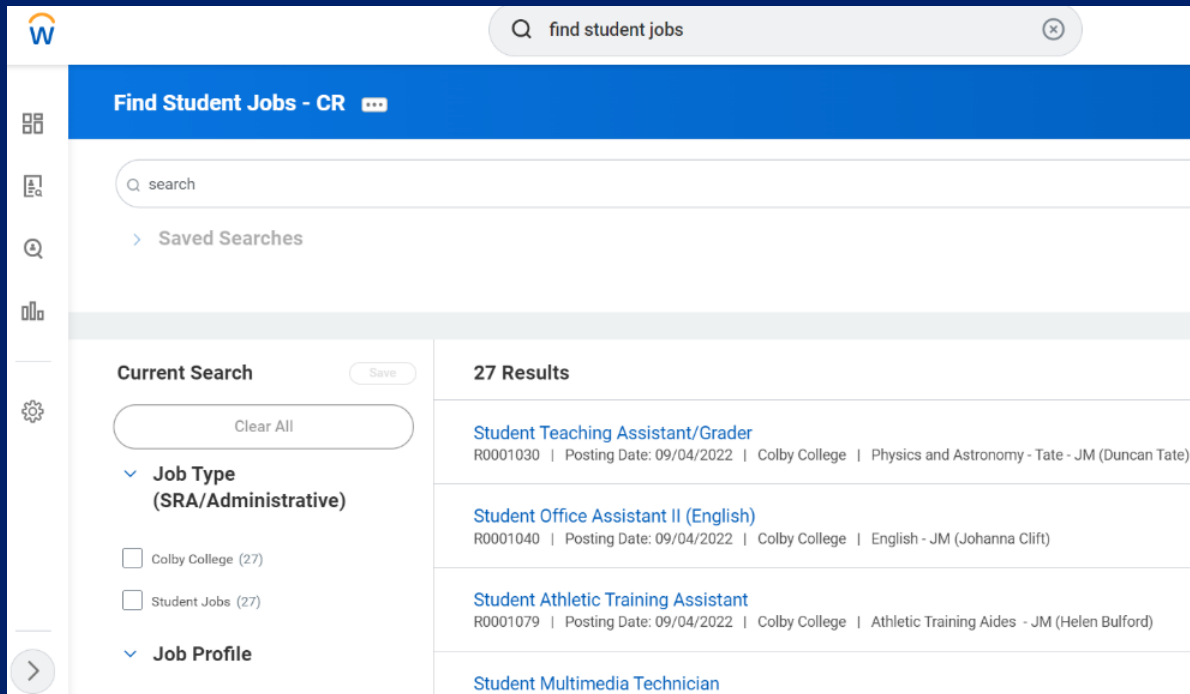


3. Search for “find student jobs” and click on “Find Student Jobs – CR” report.

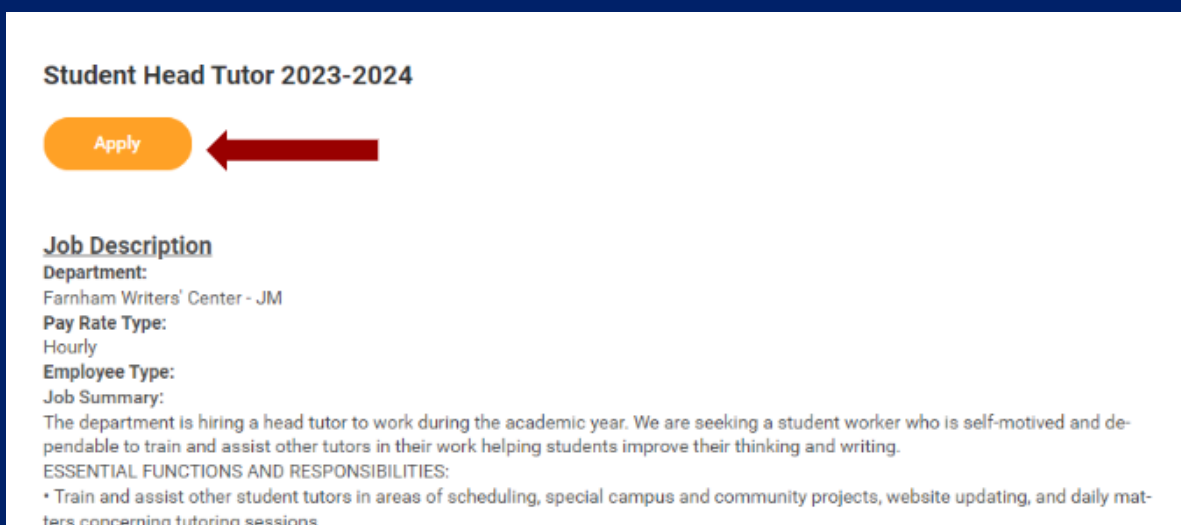


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4. Find jobs you are interested in.

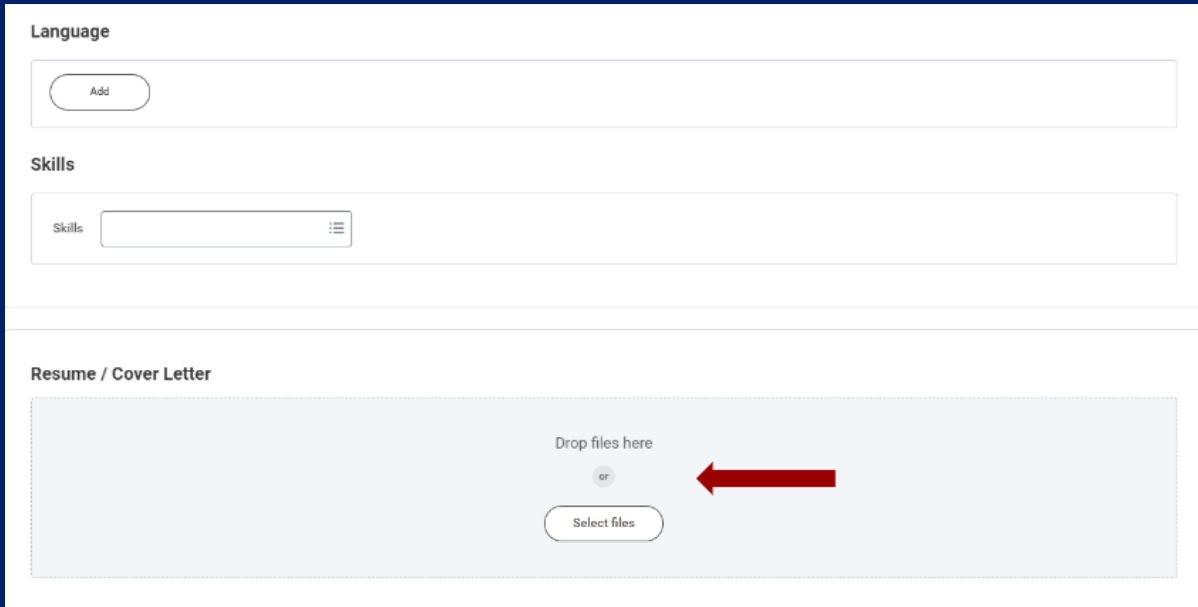


5. Click on a job you want to apply to. Click “Apply.”



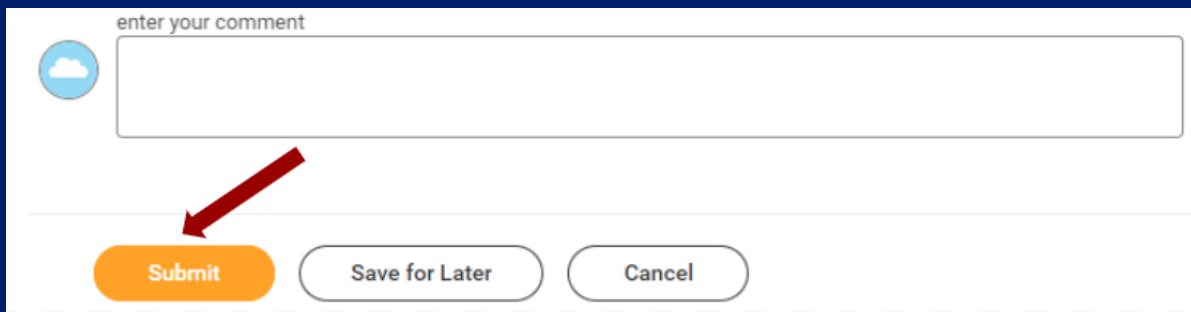
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6. Attach your resume and cover letter.



The screenshot shows a form with three sections: 'Language' with an 'Add' button, 'Skills' with a text input field, and 'Resume / Cover Letter' with a large dashed border area. Inside this area, it says 'Drop files here' with 'or' below it and a 'Select files' button. A red arrow points to the 'Select files' button.

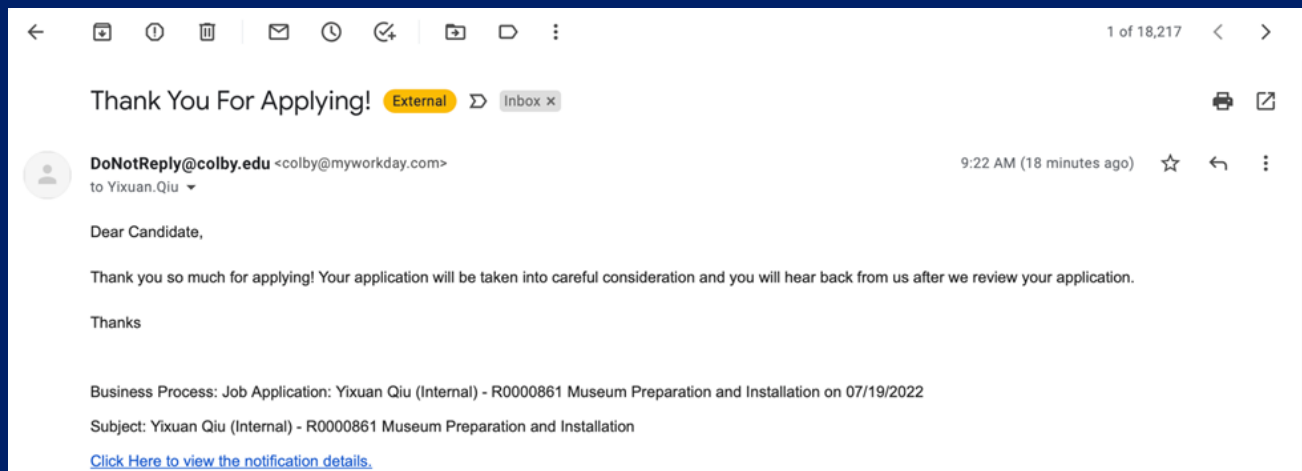
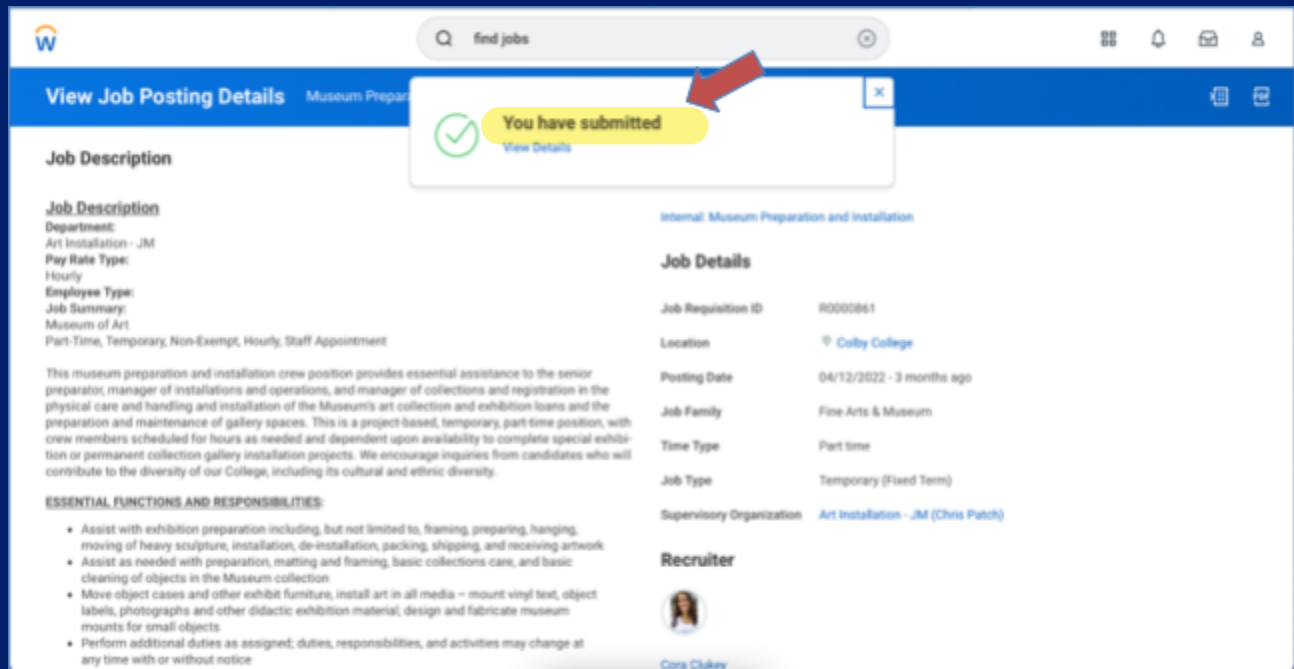
7. Hit the "Submit" button.



The screenshot shows a form with a comment field labeled 'enter your comment' and a blue cloud icon. Below the field are three buttons: 'Submit' (orange), 'Save for Later' (white), and 'Cancel' (white). A red arrow points to the 'Submit' button.

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- 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.



- You have now completed your application! Please contact studentemployment@colby.edu with any questions.