Cornell University is pleased that you are considering an opportunity with our organization. We strive to ensure that all applicants are provided with the resources to best position themselves for success in the hiring process.

The purpose of this document is to offer guidance for navigating the application process and answers to common questions. We wish you the best of luck in your job search.

**To Search for Jobs:**
1. On the Cornell Workday External Career Site (https://cornell.wd1.myworkdayjobs.com/CornellCareerPage), use the filter options on the left to help you find the position(s) that fit you best.
2. Click on the **Job Title** to view Job Details such as Pay Rate Type, Location, Contact Name, etc.
3. Once you find a position of interest, begin the application process by either creating a candidate account or signing into a previously created account.

**To Create a Candidate Account:**
1. Add your preferred e-mail address;
2. Enter and confirm a password;
3. A verification email will be sent to the e-mail account you supplied;
4. Go to this e-mail message and click the included link to **Sign In** to your Candidate Portal for the first time.

**Note:** You must verify your new candidate account before applying for the job posting.

The Candidate Account will allow you to view submitted applications and their status, as well as views to similar jobs. In addition, some data you already entered (contact, work experience, education, skills) will prepopulate when you apply to other jobs (as long as you are signed into your account prior to applying).

**To Apply for a Job:**
1. Click on a **Job Title** of interest, review the posting details, and then click on the **Apply** button to start the application process. Be sure to fill in all of the required fields noted with an asterisk and click the **Next** button to move to the next application screen.

**Note:** If you have a LinkedIn Profile, you can click the **Apply with LinkedIn** button and your Contact Information, Experience, Education, and Skills will be imported into your application. Please carefully review all your information and update it as needed for your Cornell application.

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.
4. Complete each of the following sections:
   o **My Information:** Add or update your contact information and where you heard about Cornell University Jobs;
   o **My Experience:** Add or update related information in each of the following sections: Work Experience; Education; Skills;
     
     **Note:** You may wish to upload either a resume, cover letter or both. The job posting should also indicate if attaching a resume and/or cover letter would be required. Use the Paperclip icon to search for files or use the **Drop Files Here** box to drag documents into your application.
   o **Application Questions:** Read each question carefully and then share your response.
   o **Voluntary Disclosures:** To achieve our goal of a diverse and inclusive workforce, as well as to comply with Equal Employment Opportunity (EEO) reporting and other legal requirements, we request that you read and voluntarily share data including your race, gender and veteran status. Completion of these questions is completely voluntary and refusal to disclose this information will not affect consideration of your application.
   o **Self-Identification:** Voluntarily share any self-identification of disabilities;
   o **Review:** Carefully review your application and as needed, click the **Back** button to navigate to the applicable section(s) to make an edit.

5. When you are ready, click **Submit**

**Related Questions on the Application Process:**

- **What do I do if I need to add or change my application after it has been submitted?** Please direct your questions or changes to the “Contact Name” listed in the job posting.

- **Can I update my experience and provide different attachments for different position(s)?** Yes, each application you supply is unique to the position.

- **Do I need to fill in my experience AND attach my resume? It seems redundant?** It is your choice, however, it is recommended that you supply both. The job posting should also indicate if attaching a resume and/or cover letter would be required. If data is missing, Recruiters, Search Committee Members, Hiring Managers, and Interviewers may scan over or miss your application during the screening process.

- **Who can I contact if I am having problems or have questions about my online application?** Please call the Human Resources Service Center, 607-255-0056, TTY 607-255-4943 or mycareer@cornell.edu

- **How can accommodation be requested to assist with the application process?** If you require an accommodation for a disability so that you may participate in the application or selection process, you are encouraged to contact Cornell University's Office of Workforce Policy and Labor Relations at voice (607) 254-7232, fax (607) 255-0298, or email at equalopportunity@cornell.edu.

For internet access please visit your local library, Department of Labor or contact the Recruitment and Employment Office for assistance.