

Recruiter: Apply for Job Internally

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The following describes the process to apply for a position within MSU if you are a current employee.

- 1) Enter Find Jobs into the Search bar.
- 2) Click on Find Jobs in the search results.
- 3) Click on a position in the Results section, or filter the search parameters.



- 4) Click the Apply button to begin the process of applying to the position.



- 5) Click Select Files to upload a cover letter and resume. Note, these can be uploaded as individual files in Workday.

- 6) Complete the questionnaire associated to the posting, if applicable, then click the Submit button.

The Process Successfully Completed message displays, and a notification will be