Seeking Student Employment at BYUH?

- There's a new app for that starting December 10, 2012

1- Open positions are found in People Soft – Self Service – Recruiting Activities – Careers

- Y-Careers is now being used exclusively for posting external positions to help you in your post-graduation career search.

2- The Careers Home page has everything you need to apply for jobs online and check the status of your applications

- Search with keywords or just sort all jobs posted for students by clicking the Category &/or Job Family column header to group position types.
- Browse through the details of each job by clicking the Job Title.

3- From the open Job Posting page, click the Apply Now button to begin the process

- Add/Upload your resume if required.
  - Resumes are stored in the system so you can easily reuse them.
- Complete the Application.
  - Some positions require a resume and work experience but not all do. The Job Posting should tell you what to include in the Required Documents section.
  - Click Next to continue to the Questionnaire & References page.
  - Fill out the Application Questionnaire and Additional Information.

4- Submit your application

- If you hit Save, your application will not be submitted but will be available under the “My Saved Jobs” link for you to come back and continue editing.
- You must read and agree to the Terms and Agreements in order to click the final Submit button.
- You will receive an email confirming your successful application submission.

5- Watch the status of your application(s) on your Careers Home page

- Go to PeopleSoft Self Service – Recruiting Activities – Careers and click the Job Title to see details & updates on your status.
- Check your preferred email account for notifications and communication from the hiring department(s).

*** If you are applying for a leadership position, be sure you have completed the i-Lead program before you apply or you will not be eligible for that position.
Completing the On-line Application – in greater detail

1. Review the position details if necessary by clicking the Position Title.
2. Make sure you have included a resume if required.
3. Add Work Experience if relevant to the position.
4. Your Education History is not necessary for student positions.
5. Be sure to click Next and complete the Questionnaire and References page.
6. Most student positions do not require references unless specified in the Job Description.
7. Complete the Application Questionnaire and Additional Information with your current statuses as of today.

8. Submit the form to continue to the last part of the application.
   i. If you click Save, the application will not be submitted and you can return to continue editing it later by opening it from your Careers Home page under → My Career Tools → Applications or Saved Resumes link.
9. The final step of the application is to agree to the Terms and Agreements and click Submit. You must agree to the terms in order for the Submit button at the bottom to activate.

10. A confirmation screen will show your current status as Applied

11. Check back on your Careers Home for status updates and watch your preferred email account for notifications.