

## External Applicant (Non-FAU Employee) Tutorial

This tutorial provides external job applicants with instructions on how to complete a job application for employment at Florida Atlantic University.

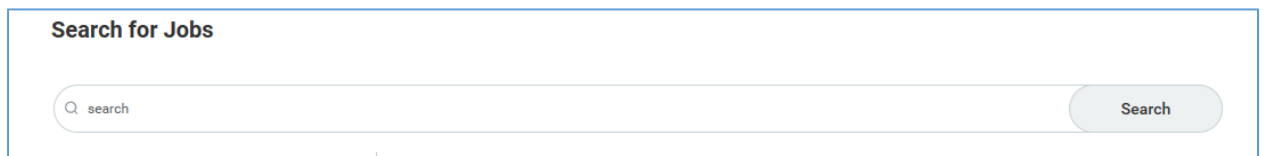
**If you copy and paste verbiage from a document into your application, or utilize the option to parse information from your resume, please retype any special characters. For example, if your last name is O'Donnell, and you copy your name from your resume into your application, please delete and retype the apostrophe.**

**NOTE:** If you are a current FAU employee, please refer to the Internal Applicant (Current FAU Employee) Tutorial for instructions on how to apply.

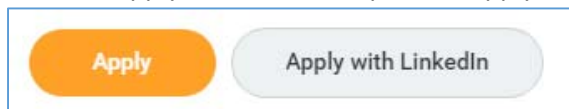
1. Go to the homepage of the applicant portal (<https://fau.wd1.myworkdayjobs.com/FAU>) by clicking on the FAU icon (pictured below).



2. Find a position that you would like to apply for by scrolling through the available opportunities, or by searching for a specific position.

A screenshot of a web interface titled "Search for Jobs". It features a search bar with a magnifying glass icon on the left and a "Search" button on the right. The search bar contains the text "Q search".

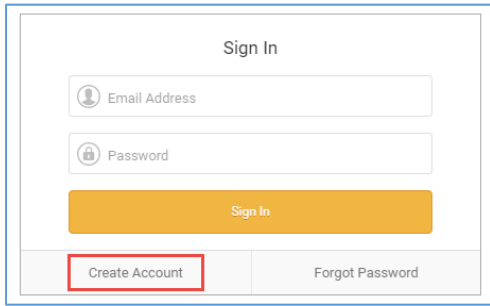
3. Click on the position you are interested in applying for. Read over the position details and qualifications.
4. Click the Apply button or the option to apply with LinkedIn.



5. If you select Apply, sign in if you are a returning applicant or create an account if you are a new applicant in order to move forward with the application. You can create an account by selecting the "Create Account" button on the Sign In page.

**NOTE:** If you have already created an applicant account, **do not** create a second applicant account. If you cannot remember your password, please select the Forgot Password button, and

an email will be sent to you with log in instructions.



The image shows a 'Sign In' form. It has a title 'Sign In' at the top. Below the title are two input fields: 'Email Address' with an envelope icon and 'Password' with a lock icon. Below these fields is a large orange button labeled 'Sign In'. At the bottom of the form are two links: 'Create Account' (highlighted with a red box) and 'Forgot Password'.

6. Once you are signed in, follow the prompts and instructions within the application to move forward with the process.
7. Make sure to complete the required fields in each section. Fields with an asterisk (\*) are required to be filled out.
8. Click “Next” to continue to the next section of the application. You can select “Back” to make any necessary changes to previous sections of the application before submitting.
9. Once you have completed the required sections of the application, you will arrive to the Review section to verify the information entered in your application. If you need to make changes at this point, continue clicking the “Back” button until you reach the appropriate section to make the changes.
10. Verify you have attached all required attachments (i.e. your DD-214 if you are claiming Veterans’ Preference, a cover letter if it is required, etc.). Any required documents are listed in the Special Instructions section of the job details.

If you need to attach any additional documents, select the “Back” button to return to the attachments section of the application.

11. If you are ready to submit your application, click “Submit.”
12. Once you have successfully submitted your application, a Congratulations message will be displayed on your screen to confirm receipt of your application.

