

## 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.

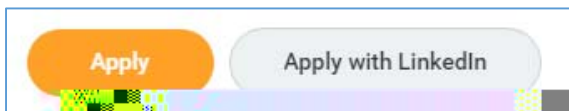
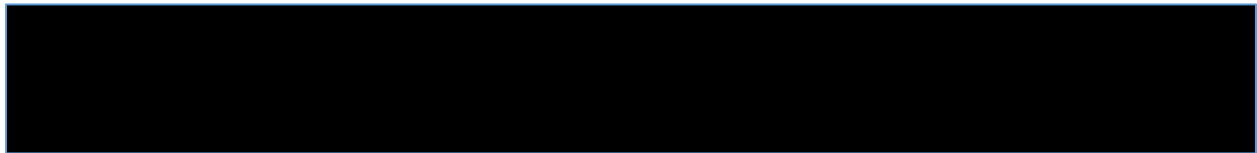
If you copy and paste verbiage from a document into your application, or utilize the option to parse information from your resume, please retype any special characters. For example, if your last name is O'Donnell, and you copy your name from your resume into your application, please delete and retype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



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

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.