1. Open an internet browser (i.e., Firefox).
Type your.yale.edu/work-yale/employment in the address bar.
Press Enter.

2. Click Internal Yale Applicants

3. Log in using your NetID and Password.

4. Click Search Openings.

5. To view all open positions at Yale, click Search. To narrow your search, use the search categories, then click Search.

6. Once you find the job you’d like to apply to, click on the box to the left of the job title to place a check in that box, and then click Apply to job(s).

7. To learn more about the job before applying, click on the job title.

8. Answer the series of questions about alumni status, Yale employment status and work visa status. Click Next when finished with each screen.

9. Use a resume already in your STARS profile, or submit it by uploading it or typing/pasting it, then click Next.

10. Submit or update your Contact Information, Education, and Work Experience. Click Next when finished with each screen.

11. You have the option to answer race questions on this page. Once finished, click Next.

12. Answer the question(s) about how you learned of the job. Click Next when finished with each screen.

13. Answer all questions on this page, then click Next.

14. Answer all questions on this page, then click Next.

15. Answer all language and computer skills questions. Click Next when finished with each screen.

16. Answer all job specific questions. Click Next when finished with each screen.

17. Your application has been submitted. Click Close.

For help, please contact the Employee Service Center at 203-432-5552 or employee.services@yale.edu.