

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.

16. Validate your answers. Click **Next** until you reach the Electronic Signature page. Type in your name, then click **Save and Submit**.

Your application materials have been successfully submitted. They will be reviewed by a member of the University's Staffing & Career Development Office and forwarded on to the hiring department if that review determines that the posted requirements of the position have been met. If there is a desire to proceed further with an interview, you will be contacted either by a member of the Staffing & Career Development office or the hiring department. Thank you for applying for employment opportunities at Yale University.

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.