Applying for Summer Internships in Workday

Need help? Contact internships@wellesley.edu

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Search for Summer Internships

1. On your Workday home page, click on the menu in the top left-hand corner of the screen, then select the **Career** Worklet.

2. Under **View** select **Find a Summer Internship** then search for the internship program you want by scrolling through the list. *Note: You cannot use the "find jobs" or general search bar to find specific internships.*

3. Search for the internship program you want (e.g., Career Ed Grants Program, Glenstone) by scrolling through the "Results" list or using the search bar underneath "Find a Summer Internship." **You cannot use the general search bar to find specific internships**.

Find a Summer Internship ⋯

Q search

> Saved Searches

Current Search   Save

Clear All

˅ **Hiring Manager**

☐ Hanley, Lorraine (5)

5 Results

German Studies Department Summer Internships in Dresden
R0001205 | Posting Date: 10/01/2021

Glenstone Museum Summer Internships
R0001207 | Posting Date: 10/01/2021

4. Click on an internship to see the description and apply.

Apply for a Summer Internship

1. Once you have found and clicked on the internship you want to apply for, read the instructions then click **Apply** to begin your application.

W   Q Search

View Job Posting Details   Signature Internships Application ⋯

Job Description   Apply ⬅

Please carefully read the Internship application information below,

2. In the QUICK APPLY section, follow the on-screen instructions to upload a PDF of your resume. Please use the following naming convention for your document: YOURNAME_Resume. Example: ArianaHernandez_Resume. After your resume is uploaded, click **Next.**
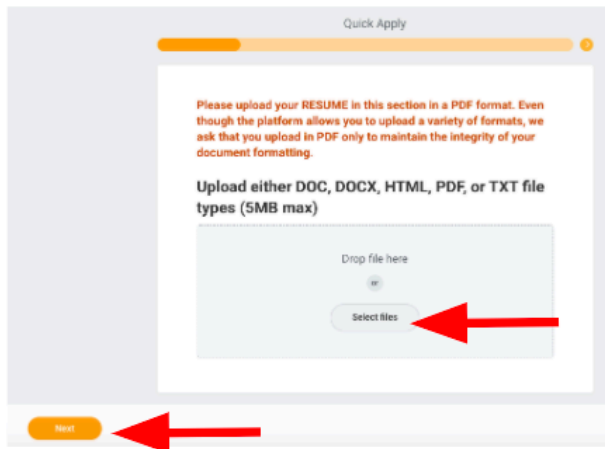

3. In the APPLICATION MATERIALS section, upload PDFs of ALL other required documents as listed in the information sheet.

   Additional Notes:

   - Only upload in PDF form to maintain the integrity of your document formatting.
   - Upload each document separately unless instructed otherwise.
   - Name each file with YOUR NAME and the DOCUMENT TYPE (e.g., TinaLee_CoverLetter).

   To upload documents, **drag files** into the gray box. Or, click on **Select Files** and choose the appropriate files from your computer, then click on **Upload**. You can repeat this multiple times for each document or select multiple documents to upload at one time.

   Once you've uploaded all the required documents, click **Next**.
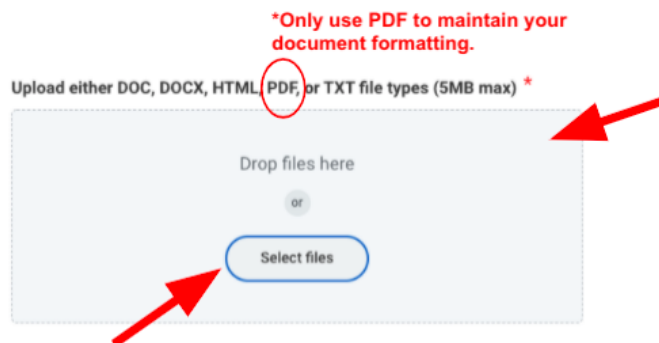
4. Answer all the questions in the APPLICATION QUESTIONS section, then click **Next.**

5. In the VOLUNTARY DISCLOSURE section, certify that you have read the terms and conditions and click **Next**.

6. Review your application. If you would like to change anything, click on the tab in which you filled in the incorrect information to edit it. **This is the last chance you will have to edit your application, so please review carefully.** Once you are finished, click **Submit**.

7. You will see a confirmation that your application has been submitted.

Confirm Submission of Application

1. Go to the **Career** worklet from the menu in Workday.

2. Click **My Internship Applications** under view.

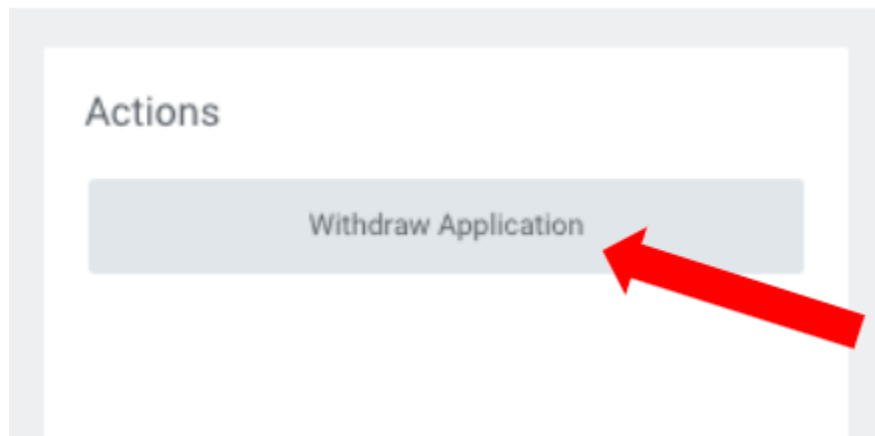3. You will see a list of the internships you have applied to.

Withdraw an Internship Application

Follow these instructions if you would like to withdraw your submitted application.

1. Click on the **Careers** worklet from Menu in Workday.

Career

2. Click **Withdraw Application** under Actions.

Actions

Withdraw Application

3. Select the jobs you would like to withdraw applications from, then click OK.

Withdraw Application

Select Job Applications to Withdraw

2 items

	Date Applied	Job Requisition	Stage	Job Title	Location
☐	03/06/2021	R0000579 LTS Student Assistant (Open)	Offer	Student Jobs: LTS Student Assistant	Wellesley College

4. Click the **Confirm** box, then click **OK.**

5. You have now successfully withdrawn your application(s).

Accessing your Unofficial Transcript

If your application requires an unofficial transcript, please use these directions to access yours:

Option #1

- Click on the Academics worklet in Workday and click 'View My Unofficial Transcript' under the 'Academic Records' heading on the right side of the web page.
- Click the green button labeled 'Download Unofficial Transcript' on the next web page.
- The Unofficial transcript document will open in a new browser tab -- you have the option to view, print, and download the document as a pdf file.

Or

Option #2

- Click on the search bar in Workday and search for 'My Documents.' Choose the task 'Maintain My Student Documents.'
- Click on the link for Unofficial Transcript under 'Student Documents.'
- Click on the blue link for Unofficial Transcript on the next page, shown under Attachments.
- The Unofficial Transcript document will open - you have the option to view, print, and download the document as a PDF file.