How to Log In, Look for a Job, and Apply for a Job

Please note: You must have a valid I-9 employment form on file within 3 days of being hired. Please see your task in Journeys if you have not yet completed an I-9 during your Skidmore career.

Start by going into your Okta account and click on your Oracle tile. Under the Journeys tile you should see an I-9 choice. Complete part one of the I-9. You will then be required to visit our office with your valid actual documents per page 2 of the I-9. We do need to see your original documents and cannot accept copies. Both of these steps must be completed within 3 days of beginning work.

To apply for jobs online:

https://app.skidmore.edu/student_hiring_gateway/

This will log you into Okta using your Skidmore email and password and then, select the Oracle tile. It will bring you to the following screen:

Select Current Jobs

Click on the jobs to review the job details.

If you find a job you are interested in applying for, select that job by using the Apply button on the upper right.

You may see a screen with job application questions if the supervisor set up questions for this job. You can answer those questions and then select Continue.

Under Supporting Documents, you may choose to add a resume and/or cover letter. It is not required unless stated in the job listing.

Select Submit and you will see a page that shows the job or job(s) to which you have applied. You can always return to your "Submitted Applications" tab in the future to see the status of each of the job(s)
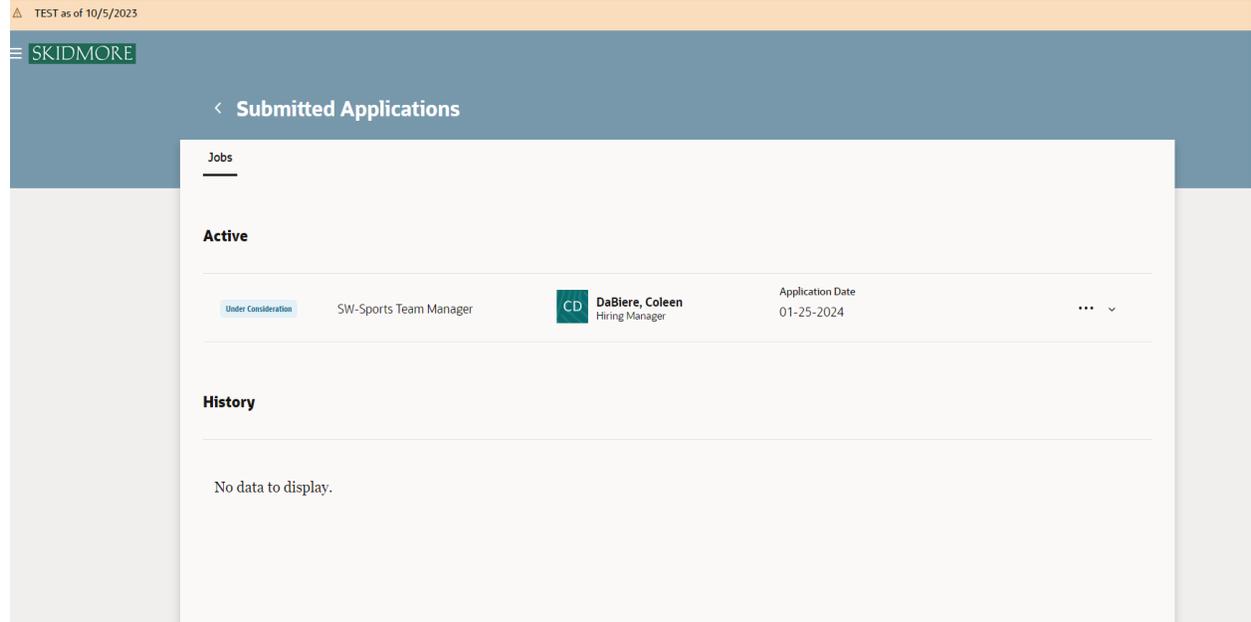
The Hiring Manager may reach out to you regarding your application. If you are hired for the job you will receive an email notification with all the relevant details including dates, rate of pay, job title, supervisor, etc.