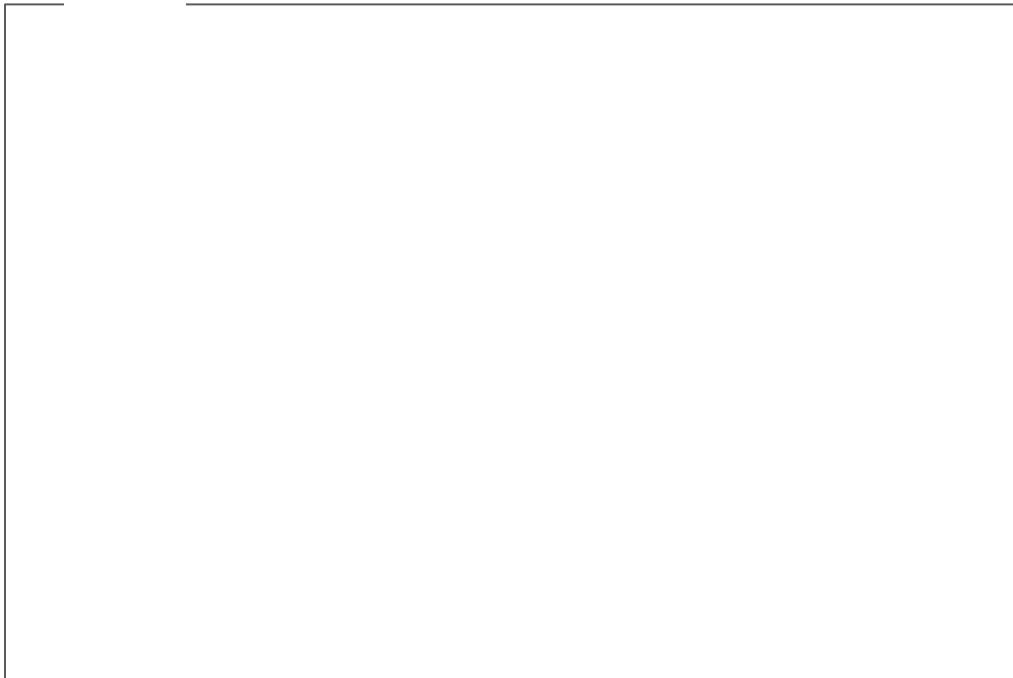# Recruiter: Apply for Job Internally

Apply for Job Internally

The following describes the process to apply for a position within MSU if you are a current employee.

1) Enter Find Jobs into the Search bar.
2) Click on Find Jobs in the search results.
3) Click on a position in the Results section, or filter the search parameters.

4) Click the Apply button to begin the process of applying to the position.

5) Click Select Files to upload a cover letter and resume. Note, these can be uploaded as individual files in Workday.

6) Complete the questionnaire associated to the posting, if applicable, then click the Submit button.

The Process Successfully Completed   message displays, and a notification will be