1. Visit www.yale.edu/jobs.

2. Click External Applicant.

3. Enter your E-mail address and Password. Click Log in.

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

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

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

9. Submit or update your Contact Information, Work Experience and Education. Click Next tab when finished with each screen, and then click Continue.

10. Add any relevant attachments (certifications, licenses, etc.): Browse for them on your computer, Upload them, then click Continue.

11. Answer the questions on this page, then click Continue.

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

13. Your application has been submitted. Click Continue.

For assistance, please contact employee.services@yale.edu.