



# Accessing Radford University's New Internal Career Site

# What is the Internal Career Site?

- The new internal career site is where job openings targeted at current Radford University employees are advertised
- The site is locked behind Single Sign-On (SSO) authentication, ensuring that only current employees can view and apply to internal postings
- Intended only for internal recruitment; any job openings that are available to individuals not currently employed should not be posted on the internal career site



# How do I Create an Internal Job Opening?

- When requesting to advertise in PageUp, select the “Internal Career Site” checkbox under the “Advertising” section of the Job Card

**Advertising**

If you plan to advertise externally indicate the advertising sources:

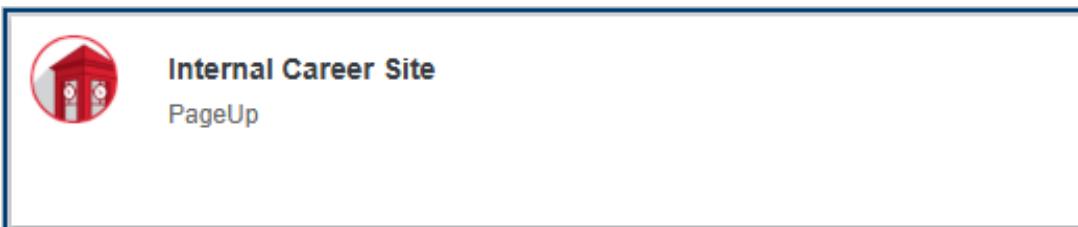
External Career Site  
 The Chronicle of Higher Ed  
 Inside Higher Ed

Internal Career Site  
 LinkedIn

Please list any other sources:

# How do I Access the Internal Career Site?

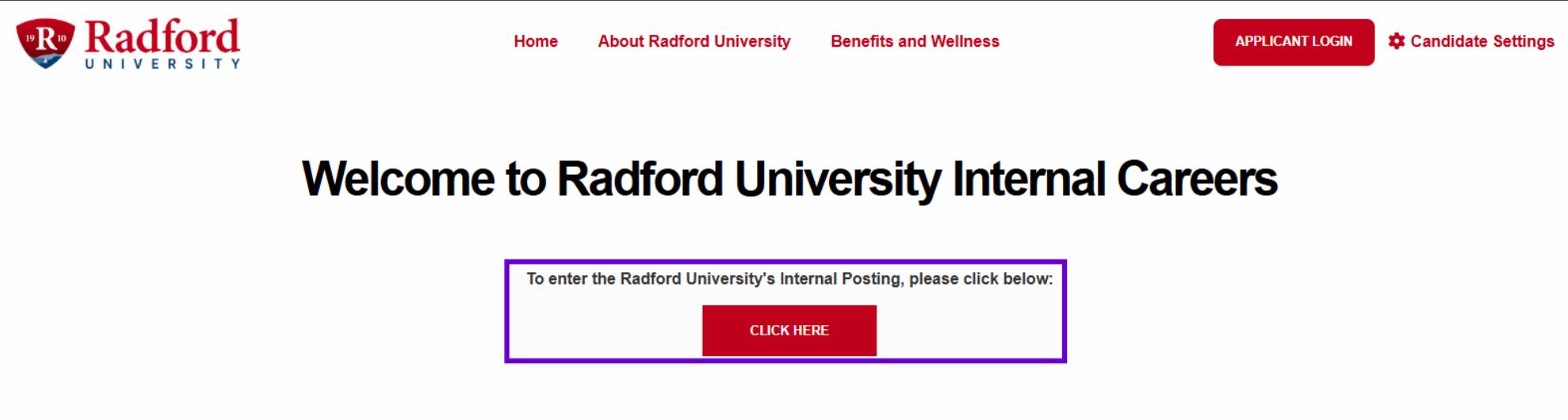
- Access OneCampus and Search for the “Internal Career Site” tile



- Enter your SSO credentials and approve the sign-in via Duo Push if prompted

# How do I Access the Internal Career Site?

- Select the red “Click Here” button to access available internal postings



The screenshot shows the Radford University Internal Careers homepage. At the top, there is a navigation bar with links for Home, About Radford University, Benefits and Wellness, APPLICANT LOGIN, and Candidate Settings. The main heading is "Welcome to Radford University Internal Careers". Below the heading is a purple-bordered box containing the text "To enter the Radford University's Internal Posting, please click below:" and a red "CLICK HERE" button.

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Home    About Radford University    Benefits and Wellness    APPLICANT LOGIN    Candidate Settings

## Welcome to Radford University Internal Careers

To enter the Radford University's Internal Posting, please click below:

CLICK HERE



# How do I Access the Internal Career Site?

- Any available postings will appear below the search bar.
- To quickly access the external career site, select the red “jobs.radford.edu” button

Please also visit our external careers site to view externally posted positions.

[JOBS.RADFORD.EDU](http://JOBS.RADFORD.EDU)

No results found



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# How do I View My Applications?

- To review your applications, select the red “Applicant Login” button in the upper-right corner and enter the email address used when you applied.





# Questions

Please direct any questions to  
Human Resources:  
[hr@radford.edu](mailto:hr@radford.edu)  
540-831-5008