



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



The screenshot shows a web form titled "Advertising" in a red header bar. Below the header, there is a section for selecting advertising sources. On the left, it says "If you plan to advertise externally indicate the advertising sources:". To the right of this text are three checkboxes: "External Career Site", "The Chronicle of Higher Ed", and "Inside Higher Ed". Further to the right, there is a checkbox labeled "Internal Career Site" which is checked and highlighted with a purple box. Below the "Internal Career Site" checkbox is another checkbox labeled "LinkedIn". At the bottom left of the form, it says "Please list any other sources:" followed by a large empty text area for additional input.

Advertising

If you plan to advertise externally indicate the advertising sources:

☐ External Career Site

☐ The Chronicle of Higher Ed

☐ Inside Higher Ed

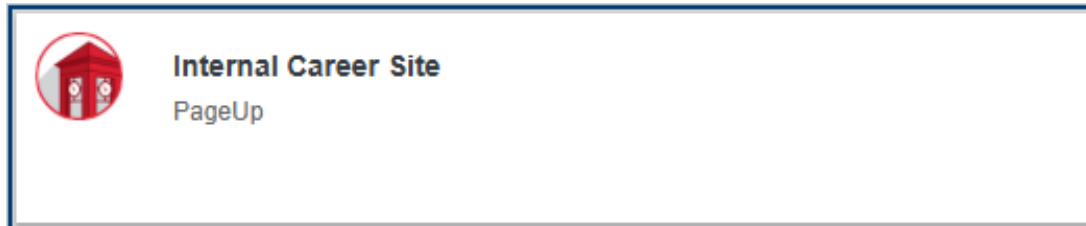
☒ Internal Career Site

☐ LinkedIn

Please list any other sources:

How do I Access the Internal Career Site?

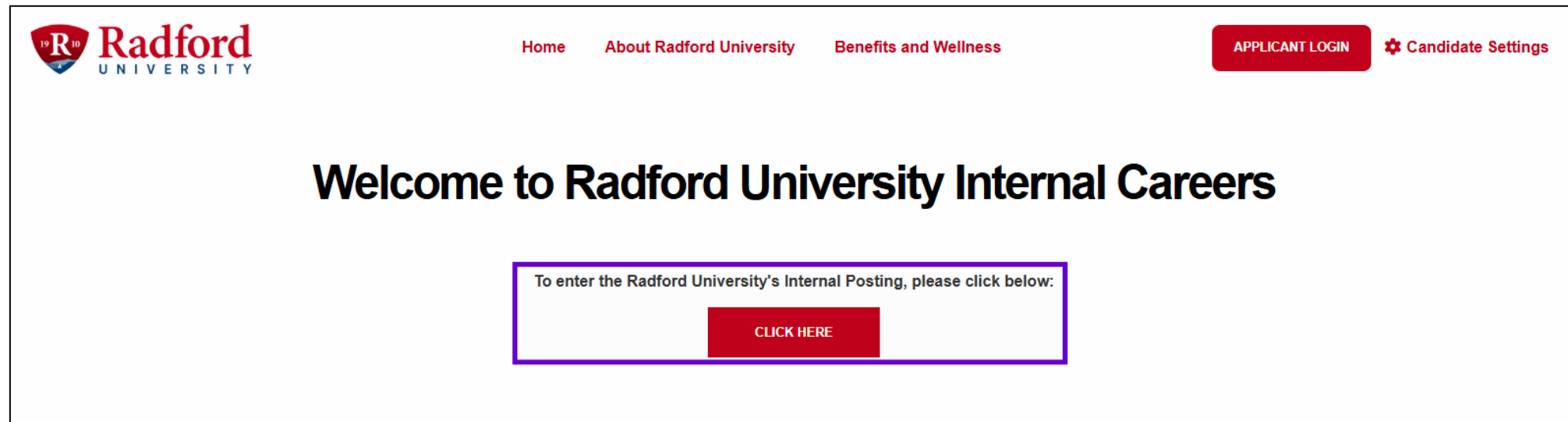
- Access OneCampus and Search for the “Internal Career Site” tile



- 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



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](https://jobs.radford.edu)

SEARCH

JOBS NEAR ME

No results found



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

540-831-5008