handshake™

Create a Handshake Account

1. Log into **ucr.joinhandshake.com** with your UCR username and password.

2. Create a new Handshake profile by adding your resume, photos, skills and more. Make your profile public to employers.

3. Click "Jobs" in the menu bar and start applying. Save searches and sign up for notifications about future opportunities that match your interests!

Welcome!

Utilizing your work-study award is a process! Be sure to follow each step.

Topics we will cover today:

- Benefits of using work-study

- How to apply for a work-study job

- How to get hired and paid

UNIVERSITY OF CALIFORNIA
UC RIVERSIDE | Career Center

Do you have work-study?

If you have work-study, accept it!

1.
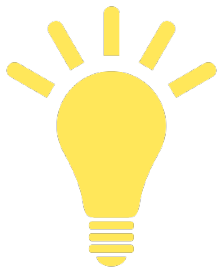
Log in to R'Web

2.

Go to Financial Aid

3.

Click on Award then Award for Aid Year

4.

Click Accept Award Offer tab

5.

Accept work-study award

If you do not use your work-study award, you will lose it!

What is work-study?

It is a program funded by the federal government

You can obtain a work-study award on and off-campus

Work-study award does not have to be repaid

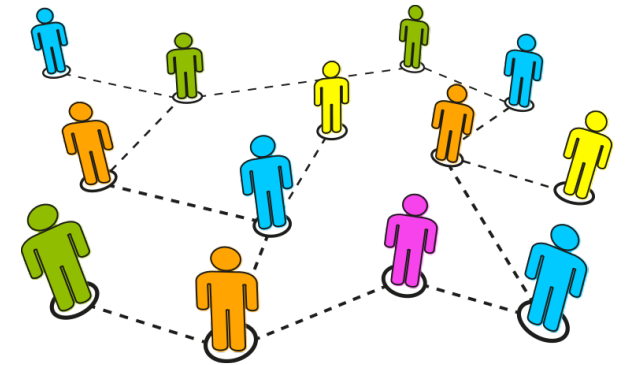# What are the benefits of using work-study award?

Help with educational expenses

Flexible hours
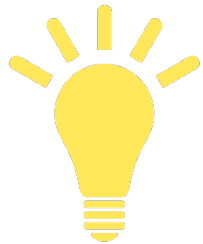
Gain experience, skills, & network

Timeline

Start date: **September 23, 2019**
May work up to 20 hours

Breaks:
December 16-20, 2019
March 23-27, 2020
May work up to 39 hours

End date**: June 12, 2020**
May work up to 20 hours

Adjust to college life before applying for work-study positions

UNIVERSITY OF CALIFORNIA
UC RIVERSIDE | Career Center

Work-study Job Reminders

1. Work-Study does not entitle you to a job.

2. Jobs are highly competitive. They are REAL jobs.

3. Show up on time, be courteous, and act responsibly.

4. Do not surf the internet, make personal phone calls, text, or study.

Must maintain at least a 2.0 GPA to qualify

How to obtain a work-study job?

1. Log in to Handshake

2. Search for Jobs

3. Apply
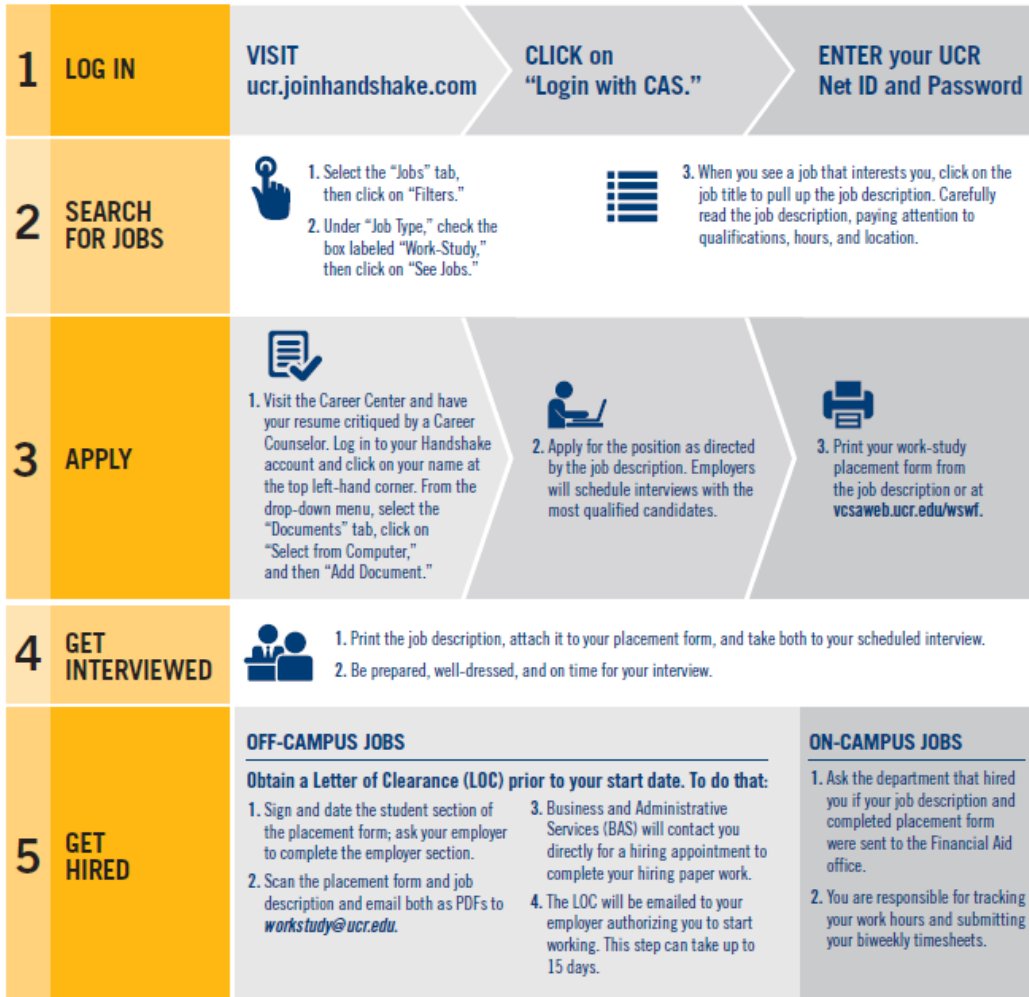
4. Get Interviewed

5. Get Hired

Note: Not all on campus jobs get posted, so you may ask department directly if they are hiring

UC RIVERSIDE | Career Center
UNIVERSITY OF CALIFORNIA

WORK-STUDY
How to Search for a Job

UC RIVERSIDE | Career Center

FOR STUDENTS

1 LOG IN

VISIT
ucr.joinhandshake.com

CLICK on
"Login with CAS."

ENTER your UCR
Net ID and Password

2 SEARCH FOR JOBS

1. Select the "Jobs" tab, then click on "Filters."
2. Under "Job Type," check the box labeled "Work-Study," then click on "See Jobs."
3. When you see a job that interests you, click on the job title to pull up the job description. Carefully read the job description, paying attention to qualifications, hours, and location.

3 APPLY

1. Visit the Career Center and have your resume critiqued by a Career Counselor. Log in to your Handshake account and click on your name at the top left-hand corner. From the drop-down menu, select the "Documents" tab, click on "Select from Computer," and then "Add Document."
2. Apply for the position as directed by the job description. Employers will schedule interviews with the most qualified candidates.
3. Print your work-study placement form from the job description or at **vcsaweb.ucr.edu/wswf**.

4 GET INTERVIEWED

1. Print the job description, attach it to your placement form, and take both to your scheduled interview.
2. Be prepared, well-dressed, and on time for your interview.

5 GET HIRED

OFF-CAMPUS JOBS

Obtain a Letter of Clearance (LOC) prior to your start date. To do that:

1. Sign and date the student section of the placement form; ask your employer to complete the employer section.
2. Scan the placement form and job description and email both as PDFs to **workstudy@ucr.edu**.
3. Business and Administrative Services (BAS) will contact you directly for a hiring appointment to complete your hiring paper work.
4. The LOC will be emailed to your employer authorizing you to start working. This step can take up to 15 days.

ON-CAMPUS JOBS

1. Ask the department that hired you if your job description and completed placement form were sent to the Financial Aid office.
2. You are responsible for tracking your work hours and submitting your biweekly timesheets.

Join our fan page: UC Riverside Career Center | Link to our group: UCR Riverside Career Center | Follow us: UCRcareercenter | Watch our videos: UCR Career Center | Follow us: UCRCareerCenter | Follow us: UCRCareerCenter | Follow us: UCRCareerCenter

(951) 827-3631 • CAREERS.UCR.EDU

UCR | Career Center

Work-study Infographic

https://careers.ucr.edu/students/work-study/work-study-process

handshake

**UNIVERSITY OF CALIFORNIA — UC RIVERSIDE | Career Center**

Sample Placement Form

STUDENT

<u>ON CAMPUS UCR EMPLOYMENT:</u> Take the *completed* Placement Form and *printed* job description to your interview.
<u>OFF CAMPUS EMPLOYMENT:</u> Once hired, drop the *completed* Placement Form and the job description *you were hired for* in the HOSS drop box, located in the lobby of the Student Services Building (SSB) or email as a PDF to Workstudy@ucr.edu .Business and Administrative Services (BAS) will contact you through email to arrange an appointment to complete the hiring paperwork. Once completed a Letter Of Clearance (LOC) will be emailed to your employer.

Name:	SID#
Street:	
City:	Zip:
Local Phone:	Permanent Phone:
UCR Email:	
Class Level:	
Major:	○ U.S. Citizen ○ Permanent Resident

STUDENT CERTIFICATION
I WILL ACCURATELY RECORD MY WORK HOURS AND WILL MAINTAIN A RECORD OF MY EARNINGS IN ORDER NOT TO EXCEED MY LIMIT. I WILL PROMPTLY NOTIFY MY SUPERVISOR(S) OF ANY CHANGE IN MY WORK-STUDY ELIGIBILITY.

STUDENT SIGNATURE   DATE

EMPLOYER / SUPERVISOR

<u>ON-CAMPUS UCR DEPARTMENTS:</u> Supervisors complete the employer section below. Make a copy for your file and a copy to send to UC Path/payroll. Via inter campus mail, send the ORIGINAL completed Placement Form and appropriate job description to the Financial Aid office prior to the student's employment start date. Failure to do so may result in the employer paying the total hourly rate.
<u>OFF-CAMPUS EMPLOYERS:</u> Complete the section below and return both the original Placement Form and job description to the student. Advise the student to drop the Placement Form and job description in the HOSS drop box, located in the lobby of the Student Services Building. The Financial Aid Office will email the Letter of Clearance (LOC) to you. At that time, your employee/ student can begin to work. Do not allow the student to work until you have received the Letter of Clearance, as failure to do so will result in the employer paying the total hourly rate.

STUDENT'S ANNUAL WORK-STUDY AWARD	$1500.00	NOTE: AMOUNT AWARDED IS FOR THE ACADEMIC YEAR; PLEASE CHECK WITH THE STUDENT FOR ANY CHANGES TO THIS AMOUNT.

☐ Work-Study (F)   ☐ Community Service (C)   ☐ America Reads (A)   ☐ America Counts (M)

Student's Job Position Title

Name of Department/Organization or Name of District and School Site

UCR Dept. Code (For UCR Use Only)	Hours Per Week	Start Date	Hourly Rate
			$

Student's Supervisor (Please Print)	Title

Phone ( )	Fax ( )	Email

STUDENT SUPERVISOR SIGNATURE   DATE

Resume Tips

1. In **one page** include:
   - Contact Information
   - Education
   - Work Experience
   - Skills
   - Activities, Honors, and Awards

2. Attend a Career Center **Resume Building Workshop**
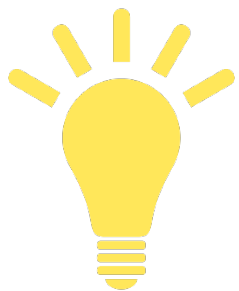
Have resume critiqued by the Career Counselor BEFORE uploading it into Handshake

UNIVERSITY OF CALIFORNIA
UC RIVERSIDE | Career Center

Interview Tips

1.
Dress Appropriately

2.
Read description and prepare questions

3.
Maintain eye contact

4.
Be on time

5.
Follow up with a thank you note
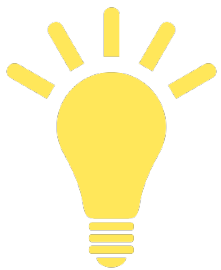
Public Bus Transportation is free to UCR students with student ID!

UC RIVERSIDE | Career Center
UNIVERSITY OF CALIFORNIA

Getting Hired On-Campus

1. Take your **placement form** & a printed copy of the **job description** to your interview.

   If hired, the department will fill out the bottom portion of the Work Study Placement Form then will scan and forward it and the job description to the Financial Aid Office.

2. Confirm with the department, ensure use of work-study award.

Getting Hired Off-Campus

1. Sign and date the student section of the placement form; ask your employer to complete the employer section.

2. Scan to PDF both the Work Study Placement Form and the Job Description and mail to workstudy@ucr.edu
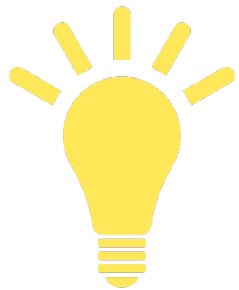
You and your Employer must receive the LOC before you can start work.

Getting Hired Off-Campus Cont.

3. Business and Administrative Services (BAS) will contact you directly for a appointment to complete your hiring paper work.

4. The LOC will be emailed to your employer authorizing you to start working. **This step can take up to 10 days.**

You and your employer must receive the LOC before you can start work.

UC**RIVERSIDE** | Career Center
UNIVERSITY OF CALIFORNIA
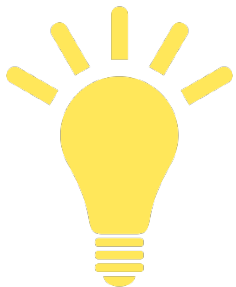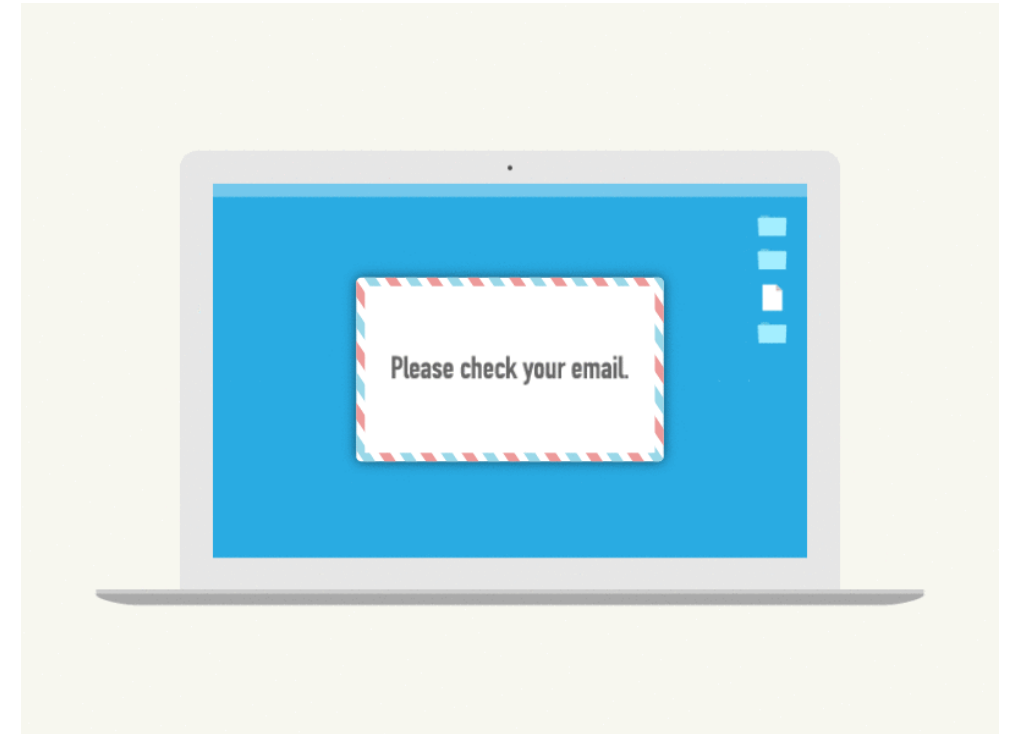
Timesheets

Keep track of the hours you work!
- DO NOT exceed your award allocation
- Example = $1000 FWS Award & job that pays $10/hr = 100 hours of work
- You will be paid bi-weekly
  - **On Campus**
    - Speak with your employer regarding procedures & deadlines
  - **Off Campus**
    - You will receive instructions

Cal Fresh Announcement

Financial Aid Office Overview

How to submit your placement form and job description:

- Email as PDF to workstudy@ucr.edu
- OR drop off at the HOSS

Email your Financial Aid Counselor for:

- Work-Study eligibility questions
- Any award adjustments
- 951.827.3878 or finaid@ucr.edu

Reminders:

- All paychecks are mailed to permanent address in R'Web
- Sign up for Direct Deposit in R'Web

UC**RIVERSIDE** | Career Center
UNIVERSITY OF CALIFORNIA

Career Center Overview

Schedule an appointment with a Career Counselor or attend Drop in for:

- Job Search Assistance
- Interview Prep
- Resume and Cover Letter Reviews

Attend

- Skill-Building Workshops throughout Fall, Winter, and Spring Quarter

UC RIVERSIDE | Career Center
UNIVERSITY OF CALIFORNIA

Know your dough!

Wages

Gross wages – how much you make before deductions are taken out.
Net pay – "take-home" pay; gross pay minus all the deductions.

W-4

Form that tells employer how much $$$ to take out each pay period to go towards taxes.

W-2

Form that records gross wages and amounts taken out for taxes. You get this in January for the prior year's wages.

Workshops

For Financial Wellness Workshops, visit go.ucr.edu/finwell

Or follow @ucrfinwell on Instagram for more info!

UC**RIVERSIDE**
UNIVERSITY OF CALIFORNIA
Financial Aid
Financial Wellness Program

Quarterly workshops

One-on-one appointments

Online resources -- including blog!

UCR | FINANCIAL WELLNESS PROGRAM

MONEY TALKS
FALL 2019 WORKSHOPS

@EVERY WORKSHOP:

FREE FOOD!

ATTEND 2 WORKSHOPS EACH QUARTER, RECEIVE A RAFFLE TICKET FOR A GRAND PRIZE!

RAFFLE PRIZES!

BUILD YOUR OWN BUDGET (B.Y.O.B)

THURS. OCT. 17, 2019
10:30 - 11:30 AM

&

TUES. OCT. 29, 2019
12:30-1:30 PM

@ HUB 265
(Both Workshops)

Budgeting is the foundation to financial success, yet so many of us live without one. Learn how to budget to make it through the entire quarter

SEARCHING FOR SCHOLARSHIPS!

Is there anything better than free money?!
Want less money in loans?!
Learn how to navigate the scholarship search process, and learn ways to make it "easy" to apply and get that free money!

TUES. DEC. 3, 2019
1:00 - 2:00PM
HUB 265

CURIOUS ABOUT CREDIT?

Tues. Nov. 19, 2019
3:00 - 4:00 PM
@ HUB 260

What is credit anyway? And how do you build it? Learn strategies to build and use your credit wisely now and in the future.

@UCRFINWELL

BEWARE OF JOB FRAUD

Learn the red flags to look out for in your job search.

- They're asking you to shop for them.
- You have to send them money.
- The job sounds too good to be true.
- The job they offer isn't the one you applied for.
- They won't meet you in person.
- You can't verify their information.
- They're asking for personal information.
- You'll be working from home.

Learn more about job fraud and how to protect yourself at **careers.ucr.edu** or contact a career counselor today.

UCR | Career Center

#UCRCareerReady

CAREERS.UCR.EDU • (951) 827-3631

Connect. Inspire. Empower.

Come See Us!

Hours:
Mon. - Fri. 8 am to 5 pm
except Wed. 9 am to 5 pm

Drop-In Hours:
Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm

UCR | Career Center

#UCRCareerReady

CAREERS.UCR.EDU • (951) 827-3631