WORK-STUDY
How to Hire a Work-Study Student
ON-CAMPUS EMPLOYER

REGISTER AND POST A JOB

1. VISIT ucr.joinhandshake.com
2. CLICK on “Log in” or “Sign up for an Account.”
3. Select “Post a Job.”
4. Fill out required information.
5. To hire for a work-study position, select “student on-campus job” and check “yes” on “work-study.” Please note that starting September 8, 2020, only work-study recipients will be able to view work-study jobs on Handshake.

Hire a Student
Review the documentation listed below on careers.ucr.edu/employers/student-on-campus-employment-program
- Review Student Employment Guidelines
- Review Sample Job Descriptions

Rehire Students/Reserve Jobs:
Indicate “reserved” on the job title. The position will never go live for student viewing, so the employer must download the job description. Returning students do not automatically have work-study, so ensure their eligibility by reviewing their 2020-21 Federal Work-Study Eligibility Notification.

Copy a Previous Job:
Return to Handshake, open the desired job and click on “Duplicate Job” to begin editing the duplicate job.

Recommended Wage: $14

Cross-Post a Job: Please note that only work-study recipients will be able to view a work-study job. You may cross-post a job as “student on-campus, no work-study” to have job viewable by all students.

Approval Status:
Please allow up to five business days to have job approved.

Close a Job: If the position is no longer available, return to Handshake, open the posted job and click on “Edit Job.”

INTERVIEW AND HIRE

1. Student applies for the position once it has been approved and posted.
2. Campus department contacts and interviews candidates of interest.
3. Student submits Work-Study New Hire Form to initiate the Work-Study Student Employment Contract.
4. Campus Department will receive the Work-Study Student Employment Contract via DocuSign to sign electronically. This will route to the supervisor after the student signs the document. Please complete this step before your student starts working. Then work with your department payroll coordinator to onboard the student.

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If a student's work-study allocation is depleted or cancelled, the department can terminate the student or retain the student, assuming 100 percent of the student's salary.

If the student does not perform the job in a satisfactory manner, notify your department.