WORK-STUDY
How to Search for a Job

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 our virtual drop-in hours and have your resume critiqued by a Career Specialist. Log in to your Handshake account and click on your name at the top right-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. Access your 2020-21 Federal Work-Study Eligibility Notification from the job description on Handshake or at vcsaweb.ucr.edu/wswf.

4. **GET INTERVIEWED**
   - 1. Have your 2020-21 Federal Work-Study Eligibility Notification ready for your scheduled interview to share with the employer.
   - 2. Be prepared and on time for your interview.

5. **GET HIRED**
   - **OFF-CAMPUS JOBS**
     - Once hired, complete the following steps so that you can begin working:
     - 1. Fill out the Work-Study New Hire Form and upload a copy of your job description from Handshake. The form is available on the Career Center and/or Financial Aid website(s).
     - 2. Once completed, you will receive a Work-Study Student Employment Contract via an email from DocuSign. Once received, fill out all required fields and electronically sign and date your Work-Study Student Employment Contract. You will also need to upload a copy of your 2020-21 Federal Work-Study Eligibility Notification.
     - 3. Complete your onboarding documents via DocuSign. You will get an email with these documents. Fill it out and electronically sign and date.
     - 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. Fill out the Work-Study New Hire form found on the Career Center or Financial Aid website to initiate the Work-Study Student Employment Contract process. You and your supervisor will need to sign the Work-Study Student Employment Contract through DocuSign. You will be need to attach a copy of your job description and your 2020-21 Federal Work-Study Eligibility Notification.
     - 2. You are responsible for tracking your work hours and submitting your biweekly timesheets.

**CONTACT US**

**FINANCIAL AID**
For help with Work-Study eligibility, Allocation adjustments, Letter of Clearance appointments, Paycheck and time sheet issues, contact finaid@ucr.edu

**WORK-STUDY**
For help with Job search assistance, Work-Study job application, Drop-In counseling, contact the Career Center at careerrecruiting@ucr.edu