## WORK-STUDY
### How to Search for a Job

<table>
<thead>
<tr>
<th>1</th>
<th>LOG IN</th>
<th>VISIT <a href="https://ucr.joinhandshake.com">ucr.joinhandshake.com</a></th>
<th>CLICK on “Login with CAS.”</th>
<th>ENTER your UCR Net ID and Password</th>
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</table>
| 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](http://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](mailto: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. |