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. Have your resume critiqued by a Career Specialist during drop-in hours. Visit careers.ucr.edu to view hours and availability. 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 2021-22 Federal Work-Study Eligibility Notification from the job description on Handshake or at **https://wswf.ucr.edu/.**

4 GET INTERVIEWED

1. Have your 2021-22 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 complete copy of your job description from Handshake. To convert the complete job description to a PDF, select Print and Save as PDF. The New Hire 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 2021-22 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 2021-22 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 **careercenter@ucr.edu**