

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 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 <https://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. Drop your completed Placement Form and job description in the HOSS drop box in the Student Services Building, or email as a PDF 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 10 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.