

# WORK-STUDY: Federal Work-Study & Learning Aligned Employment Program (LAEP)

## How to Search for a Job

### 1 LOG IN

**VISIT**  
[ucr.joinhandshake.com](http://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 the "Job Type," check the box labeled "Work-Study," then click on "See Jobs." This will include LAEP positions.

3. When you see a job that interests you, click on the job title to pull up the job description.

### 3 APPLY

1. Have your resume critiqued by a Career Specialist during drop-in hours. Visit [careers.ucr.edu](http://careers.ucr.edu) to view hours and availability. Upload your resume 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 Work-Study Eligibility Notification from the job description on Handshake or at <https://wsf.ucr.edu/>

### 4 GET INTERVIEWED



1. Have your 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:

1. Fill out the Work-Study New Hire form which can be found at the Career Center and/or Financial Aid website, and upload a complete copy of your job description from Handshake.  
2. Once completed, you will receive an email from DocuSign which requires an electronic signature.

3. Complete your onboarding documents sent via email through DocuSign. 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 from Career Center or Financial Aid website to initiate the Work-Study Student Employment contract. You and your supervisors must sign through DocuSign. Attach a copy of your job description and your Work-Study Eligibility Notification.

### CONTACT US

#### FINANCIAL AID

For help with Work-Study or LAEP eligibility, Allocation adjustments, Letter of Clearance, onboarding appointments, Paycheck and timesheet issues, contact [finaid@ucr.edu](mailto:finaid@ucr.edu).

#### CAREER CENTER

For help with Job search assistance, Work-Study or LAEP job application, Drop-In counseling, contact the Career Center at [careercenter@ucr.edu](mailto:careercenter@ucr.edu)

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Link to our group:  
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