The Career Center

WORK STUDY ORIENTATION

Presented by: Financial Aid Office and Career Center
Do you have Work-Study?

1. Log in to GROWL Account

2. Accept Work Study Award

Use it or loose it!
What is Work-Study?

- Funded by Federal Gov’t
- Used on and off campus
- Does not have to be repaid
Benefits

- Help with educational expenses
- Flexible hours
- Gain experience, skills, & network
Timeline

Start date: Sep. 19, 2016

Breaks:
- Dec 12-16, 2016
- March 27-31, 2017

Work up to 39 hours

End date: Jun. 16, 2017

Adjust to college life before applying for work-study positions
**Work- Study Job Reminders**

1. Work-Study does not entitle you to a job

2. Jobs are highly competitive they are REAL jobs

3. Show up on time, be courteous, act responsibly…

4. Don’t surf the internet, make personal calls, text, show up late, study…

Must maintain at least a 2.0 GPA to qualify
Work- Study Job Process

1. Log in to SCOTlink
2. Search for Jobs
3. How to Apply
4. Interviewing
5. Getting hired
**Work- Study Infographic**

**FOR STUDENTS**

**WORK-STUDY**

**How to Search for a Job:**

1. **LOGIN INSTRUCTIONS**
   - Visit CAREERS.UCR.EDU
   - Click “Student Login” to access SCOTlink.
   - Enter your UCR Net ID and Password

2. **SEARCH FOR JOBS**
   - Select the jobs tab, select SCOTjobs, and then click on “Advanced Search.”
   - In “Position Type,” select Work-Study.
   - 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. **HOW TO APPLY**
   - Visit the Career Center and have your resume reviewed by a Career Counselor. Then upload your resume under the “Documents” tab within SCOTjobs.
   - Apply for the position as directed by the job description. Employers will schedule interviews with the most qualified candidates.
   - Print your Work-Study Placement Form from SCOTjobs, located in the “How to Apply” box within the job description. When you are finished, log out and quit the browser.

4. **INTERVIEWING**
   - Sharpen your interview skills. Log on to SCOTlink. Click mock interview on the home page, and scroll through to find the part-time job/Work-Study interview.
   - Print the job description, attach it to your Placement Form, and take them both to your SCHEDULED interview. Be prepared, well-dressed, and on time for your interview.

5. **GETTING HIRED**
   - **HIRED OFF CAMPUS**
     - 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. Take your completed Placement Form, plus the job description, picture ID, and social security card to the IMSS counter at the Student Services Building.
       3. Make a LOC appointment with the Financial Aid Work-Study Unit.
   - **HIRED ON CAMPUS**
     - Ask the department that hired you if they forwarded the job description and the completed Placement Form to the Financial Aid Office.

*Students are responsible for paying for their own travel and expenses associated with work opportunities outside of UCR.*

(951) 827-3031 • CAREERS.UCR.EDU

**UCR Career Center**
# Sample Placement Form

**University of California Riverside**

## Federal Work-Study Placement Form

2016-2017

### Student

- **Name:**
- **UCR ID #:**
- **Street:**
- **City:**
- **State:**
- **Zip:**
- **Local Phone:**
- **Permanent Phone:**
- **UCR Email:**
- **Class Level:**
- **Major:**
- **U.S. Citizen:**
- **Permanent Resident**

### Student Certification

I will accurately record my work hours and will maintain a record of my earnings in order not to exceed my limit. I will promptly notify my supervisor(s) of any change in my federal work-study eligibility.

**Student Signature**

**Date**

### Employer / Supervisor

**UCR Departments:** Complete the section below. Return original completed placement form and appropriate job description to the financial aid office prior to the student's employment start date. Failure to do so may result in employer paying total hourly rate.

**Off-Campus Employers:** Complete the section below and return both the original placement form and attached job description to the student. Advise the student to bring both placement form, job description, photo ID, social security card to the HOSS Student Services Building front counter to make their appointment. Do not allow the student to work until you receive this letter, failure to do so may result in the employer paying the total hourly rate.

### Student's Annual Federal Work-Study Award

<table>
<thead>
<tr>
<th>Job</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off Campus Job</td>
<td>On Campus Job</td>
</tr>
</tbody>
</table>

**Student's Job Position Title**

**Name of Department/Organization or Name of District and School Site**

**UCR Dept. Code (For UCR Only)**

- **Hours Per Week**
- **Start Date**
- **Hourly Rate** $|

**Student's Supervisor (Please Print)**

**Title**

**Phone** | **Fax** | **Email**
Resume Tips

1. One Page
   - Contact Information
   - Education
   - Work Experience
   - Skills
   - Activities, Honors and Awards

2. Attend a Career Center Resume Building Workshop
   - Have resume critiqued by the Career Counselor BEFORE uploading it into SCOTLink
Public Bus Transportation is free to UCR students with student ID
1. **Take your Placement Form & job description to your interview**

   *If hired, the department will fill out the bottom portion of the Placement Form and forward it and the job description to the Financial Aid Office*

2. **Confirm with the department, ensure use of Work Study award**
Getting Hired Off-Campus

1. Take your Placement Form & job description to your interview

2. At Student Services Building request Letter of Clearance Apt. with Financial Aid at Student Services Building

*Only after this appointment can you start working.*
Getting Hired Off Campus

1. Make appointment at SSB for Letter of Clearance
   You MUST take:
   - Placement Form,
   - Job description,
   - Picture ID
   - Social Security Card

2. After the appointment, take all corresponding paperwork to your employer.
   NO LOC = NO JOB!
Timesheets

⚠️ Keep track of the hours you work

- DO NOT exceed your award allocation
  
  Ex: $1000 FWS Award & job that pays $10/hr = 100 hours to work

⚠️ You will be paid bi-weekly

- **On-Campus**
  - Speak with your employer regarding procedures & deadlines

- **Off-Campus**
  - You will receive instructions during your letter of clearance appointment.
Calfresh Announcement

Welcome to the e-benefits California Website!

This site connects you to applications for Medi-Cal, County Medical Services Program (CMSP), Calfresh (formerly known as Food Stamps) and California Work Opportunity and Responsibility to Kids (CalWORKs) benefits in California.

You can apply online! Just pick your county of residence, click on the Go button and you will be a step closer to getting the help you need.

Select your county of residence:
- California Counties

www.benefits-cal.org
Financial Aid Office Overview

Visit the HOSS front counter (Student Services Building) to:

• Make Letter of Clearance appointment
• Pick up your paycheck

Email Your Financial Aid Counselor for:

• Work-study Eligibility
• All Award Adjustments
• Phone: 951.827.3878
• Finaid@ucr.edu
Career Center  Overview

Contact the Career Center for

- Job Search Assistance
- Help with Work-Study job application
- Drop-in Counseling
- Skill-Building Workshops
- Phone: 951.827.3631