Work Study Orientation
Welcome
Do you have Work Study?

1. Log into R’Web

2. Accept Work Study Award

*Use it or lose 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. 25, 2017

Breaks:
Dec 11-15, 2017
March 26-30, 2018
Work up to 39 hours

End date: Jun. 15, 2018

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, and act responsibly.
4. Don’t show up late, surf the internet, make personal calls, text, or study.

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

1. Log into SCOTLink
2. Search for Jobs
3. How to Apply
4. Interviewing
5. Getting Hired
Work-Study Infographic

**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 SCOTJob, 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 “How to Apply” tab within SCOTLink.
   - Apply for the position as directed by the job description. Expect to schedule interviews with the most qualified candidates.
   - Print your Work-Study Placement Form from SCOTLink, located in the “How to Apply” box within the job description. When you are finished, log out and quit the browser.

4. **Interviewing**
   - Shown your interview skills. Log on to SCOTLink. Click mock interview in 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 SCOTLink 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 this:
     1. Sign and date the student section of the Placement Form.
     2. Ask your employer to complete the employer section.
     3. Take your completed Placement Form, plus the job description, picture ID, and social security card to the Student Services Building.
     4. Make a copy of your form 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 fees and costs incurred while working under the Federal Work-Study Program.*
# Sample Placement Form

**Federal Work-Study Placement Form**

**STUDENT**

If the position is on/off campus, and you are hired for the position, you MUST obtain a Letter of Clearance prior to your job start date. Please go to the HCSS counter located in the Student Services building to make an appointment with the Financial Aid Work-Study Unit. In order to make the appointment you MUST provide the HCSS with the Placement Form. Fill out by the Employer, job description, photo ID and your SSN card.

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<tr>
<th>Name</th>
<th>ID:</th>
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<th>Street</th>
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<th>UCR Email</th>
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<tr>
<th>Major</th>
<th>U.S. Citizen</th>
<th>Permanent Residence</th>
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**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 of any change in my federal work-study eligibility.

**STUDENT SIGNATURE**

**DATE**

**EMPLOYER / SUPERVISOR**

UCR Department: 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 employee paying net 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, and social security card to the HCSS Student Services Building for counseling to make an appointment. Do not allow the student to work until you receive this letter. Failure to do so may result in the employee paying the net hourly rate.

<table>
<thead>
<tr>
<th>Student’s Annual Federal Work-Study Award</th>
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**NOTE:** This is the amount awarded for the year; please check with the student for any changes to this amount.

<table>
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<tr>
<th>Job</th>
<th>Off Campus Job</th>
<th>On Campus Job</th>
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</table>

- Federal Work-Study (F)
- Community Service (C)
- AmeriCorps (A)
- America Counts (M)

**Student’s Job Position Title**

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

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

**Hours Per Week**

**Start Date**

**Hourly Rate**

**Student’s Supervisor (Print)**

**Title**

**Email**

**Phone**
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
Interview Tips

Read Description

Dress Appropriately

Public Bus Transportation is free to UCR students with student ID!
Getting Hired On-Campus

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.
BEWARE OF JOB FRAUD

Learn the red flags to look out for in your job search.

1. THEY'RE ASKING YOU TO SHOP FOR THEM
   A position in which you are offered income in exchange for the use of your bank account. Typically, you are asked to deposit a check (sometimes for thousands of dollars) and then purchase gift cards and other items, keeping a portion for yourself.

2. YOU HAVE TO SEND THEM MONEY
   Be wary if a potential employer asks you to send them payments by wire service or courier.

3. THE JOB SOUNDS TOO GOOD TO BE TRUE
   Be skeptical if a potential employer offers a large salary for very little work — especially those that promise thousands of dollars of income per month with little or no experience required.

4. THEY WON'T MEET YOU IN PERSON
   Make sure the interaction is face-to-face with the hiring manager and that communication is not done strictly over phone or email before accepting the job.

5. YOU CAN'T VERIFY THEIR INFORMATION
   Google the employer to see if an active webpage exists. Make sure the contact’s email uses a company domain, not a personal domain like Gmail. If still in doubt, call the contact on the main company number. If unable to speak directly to contact, do not proceed in applying.

6. THEY ARE ASKING FOR PERSONAL INFORMATION
   While it's standard to share your full name and contact information with a potential employer, be wary if asked to give credit card, bank account, driver's license, passport or birth certificate information before you are hired.

7. THE JOB THEY OFFER ISN'T THE ONE YOU APPLIED FOR
   Be wary if a company posts a position and then changes it to something else when they contact you.

8. YOU'LL BE WORKING FROM HOME
   While there are legitimate opportunities for individuals to work from home, be sure to research the company and position in advance of applying.

If you have questions about fraudulent jobs, please contact (951) 827-3631.
If you are a victim of fraud, please contact UC Police Department at (951) 827-5222.

UCR Career Center
CAREERS.UCR.EDU + (951) 827-3631
Calfresh Announcement
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
Where Can You Find Us?

**Location:** We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

**Hours:** Mon. - Fri. 8 am to 5 pm  
except Wed. 9 am to 5 pm

**Web Site:** careers.ucr.edu

*Individual counseling appointments available by calling:*

(951) 827-3631

**Drop-In Hours:** Mon. - Thurs. 10 am-3pm  
Fri. 10 am-12 pm