

WORK-STUDY

How to Search for a Job:

FOR STUDENTS

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 critiqued 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 to the Student Services Building and drop it in the HOSS drop box.
3. Citrus Shared Services (CSS) will contact you directly for a hiring appointment to complete the hiring paperwork.
4. The Letter of Clearance (LOC) will be emailed to you and your employer authorizing you to start working. This step could take up to 10 days.

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 tracking their work hours and notifying employers when their Work-Study awards are nearing depletion.