LOGIN INSTRUCTIONS

Go to the Career Center’s homepage: careers.ucr.edu.
Click Student Login to access SCOTLink.
Enter your UCR NetID and Password.

SEARCH FOR JOBS

Select the Jobs tab and select SCOTJobs. 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.

HOW TO APPLY

Come in to the Career Center to have your resume critiqued by a Career Counselor and then upload it 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 Federal Work-Study Placement Form from SCOTJobs. The form can be found in the “How to Apply” box within the job description.
Print the job description and attach it to the Placement Form PRIOR to the interview. Note: When you are finished, be sure to log out and quit the browser.

INTERVIEWING

Take your Placement Form and job description to your SCHEDULED interview. Be prepared, well dressed, and on time for your interview.
Log on to SCOTlink to practice interviewing. Click mock interview (on the home page), and scroll through to find the part-time job/work-study interview.

GETTING HIRED

If you are hired off-campus, you must obtain a Letter of Clearance (LOC) prior to your start date. Sign and date the student section and have your employer fill out the employer section of the Placement Form. Take the COMPLETED Placement Form, job description, picture ID and Social Security card to the HOSS counter located in the Student Services Building. Make an LOC appointment with the Financial Aid Work-Study Unit.
If you are hired on-campus, confirm that the on-campus department forwarded the job descriptions and the filled out placement form to the Financial Aid Office. This ensures you are placed on work-study payroll.