How to Hire a Student
ON-CAMPUS

UCR | Career Center

REGISTER AND POST A JOB

1. **VISIT** ucr.joinhandshake.com

2. **CLICK** on "Log in" or "Sign up for an Account."

3. **SELECT** "Post a Job."

4. Fill out required information.

5. Complete the description and submit.

Hire student review documentation listed below.

Review Student Employment Guidelines

Use Student Application

Review Sample Job Descriptions

Copy a Previous Job: Return to Handshake, open the desired job and click on "Duplicate Job" to begin editing the duplicate job.

To hire a Work-Study student, post separately - once as a "Work-Study" and once as a "student on-campus employment" position.

Minimum Wage: $12

Approval Status: Please allow up to five business days to have job approved.

Close a Job: If the position is no longer available, return to Handshake and change the expiration date.

INTERVIEW AND HIRE

1. **Student** applies for the position once it has been approved and posted.

2. **Campus Department** contacts and interviews candidates of interest.

3. **Campus Department** follows department procedure to confirm hire.

FOLLOW PAYROLL PROCEDURES

Student submits hours biweekly to **timesheet.ucr.edu**.

Supervisor approves timesheet based on UCR guidelines.

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CONSIDER EMPLOYMENT DATES

REGULAR HIRES

Regular Student On-Campus Employment Program hires can apply for and begin working at any time of the year. There are no date restrictions.

WORK-STUDY HIRES

Employers wishing to hire Work-Study students must adhere to these campus-mandated dates:

Aug. 20, 2018: Students can start to view and apply for Work-Study positions.
Sept. 24, 2018: Students can start to work using Work-Study funds.
Jun. 14, 2018: The last day students can work using Work-Study funds.

MONITOR STUDENT WORK HOURS

Classes in Session: Up to 20 hours per week
Classes not in Session: Up to 39 hours per week
Winter & Spring Break: Up to 39 hours each week

OVERSEE JOB PERFORMANCE

If the student does not perform the job in a satisfactory manner, notify your department.

CONTACT US

Financial Aid:
finaid.ucr.edu
(951) 827-5429
Work-Study Award Amount and Eligibility Periods

UCR Career Center:
careers.ucr.edu
(951) 827-3631
Job Postings & Hiring Process

Human Resources:
hr.ucr.edu
(951) 827-2622
Student Employment Guidelines

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