

WORK-STUDY

How to Search for a Job

1 LOG IN

VISIT
ucr.joinhandshake.com

CLICK on
"Login with CAS."

ENTER your UCR
Net ID and Password

2 SEARCH FOR JOBS



1. Select the "Jobs" tab,
then click on "Filters."

2. Under the "Job Type," check
the box labeled "Work-Study,"
then click on "See Jobs."

3. When you see a job that interests
you, click on the job title to pull up the
job description.

3 APPLY

1. Have your resume critiqued by a
Career Specialist during drop-in hours.
Visit careers.ucr.edu to view hours and
availability. Upload your resume from
the drop-down menu, select the
"Documents" tab, click on "Select from
Computer," and then "Add Document."

2. Apply for the position as
directed by the job
description. Employers will
schedule interviews with
the most qualified
candidates.

3. Access your Federal
Work-Study eligibility
notification from the job
description on Handshake
or at
<https://wsf.ucr.edu/>

4 GET INTERVIEWED



1. Have your Federal Work-Study eligibility notification
ready for your scheduled interview to share with the
employer.

2. Be prepared and on time for
your interview.

5 GET HIRED

OFF-CAMPUS JOBS Once hired, complete the following steps:

1. Fill out the Work-Study New Hire form
which can be found at the Career Center
and/or Financial Aid website, and upload a
complete copy of your job description from
Handshake.
2. Once completed, you will receive an
email from DocuSign which requires an
electronic signature.

3. Complete your onboarding
documents sent via email
through DocuSign.
The LOC will be emailed to
your employer authorizing you
to start working. This step can
take up to 15 days.

ON-CAMPUS JOBS

1. Fill out the Work-Study New Hire
form from Career Center or Financial
Aid website to initiate the Work-Study
Student Employment contract. You and
your supervisors must sign through
DocuSign. Attach a copy of your job
description and your Work-Study
eligibility notification.

CONTACT US

FINANCIAL AID

For help with Work-Study eligibility, Allocation adjustments, Letter
of Clearance appointments, Paycheck and time sheet issues, contact
finaid@ucr.edu

WORK-STUDY

For help with Job search assistance, Work-Study job
application, Drop-In counseling, contact the Career
Center at careercenter@ucr.edu

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