

WORK-STUDY: Federal Work-Study & Learning Aligned Employment Program (LAEP)

How to Search for a Job

<p>1 LOG IN</p>	<p>VISIT ucr.joinhandshake.com</p> <p>CLICK on "Login with CAS."</p> <p>ENTER your UCR Net ID and Password</p>		
<p>2 SEARCH FOR JOBS</p>	 <p>1. Select the "Jobs" tab, then click on "Filters."</p>	<p>2. Under the "Job Type," check the box labeled "Work-Study," then click on "See Jobs." This will include LAEP positions.</p>	<p>3. When you see a job that interests you, click on the job title to pull up the job description.</p>
<p>3 APPLY</p>	<p>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."</p>	<p>2. Apply for the position as directed by the job description. Employers will schedule interviews with the most qualified candidates.</p>	<p>3. Access your Work-Study Eligibility Notification from the job description on Handshake or at https://wsf.ucr.edu/</p>
<p>4 GET INTERVIEWED</p>		<p>1. Have your Work-Study Eligibility Notification ready for your scheduled interview to share with the employer.</p>	<p>2. Be prepared and on time for your interview.</p>
<p>5 GET HIRED</p>	<p>OFF-CAMPUS JOBS <u>Once hired, complete the following steps:</u></p> <ol style="list-style-type: none"> Fill out the Work-Study New Hire Form from the Career Center or Financial Aid website to initiate the Work-Study Student Employment Contract. You and your supervisor must sign through DocuSign. Attach a copy of your job description and your Work-Study Eligibility Notification. You will receive another DocuSign with your onboarding documents and appointments to schedule. Complete as soon as possible. Once processed, a Letter of Clearance will be sent to you and your supervisor that you are cleared to start working. This can take up to 15 days. 		<p>ON-CAMPUS JOBS</p> <ol style="list-style-type: none"> 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 or LAEP eligibility, allocation adjustments, Letter of Clearance, onboarding appointments, off campus paycheck and timesheet issues, contact finaid@ucr.edu.

CAREER CENTER

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

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