WORK-STUDY PROGRAM:
Federal Work-Study (FWS)
How to Search for a Job

UC RIVERSIDE Career Center

FOR STUDENTS

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 **Work-Study Eligibility Notification** from the job description on Handshake or at https://wswf.ucr.edu/

4 BEFORE THE INTERVIEW

1. Have your **Work-Study Eligibility Notification** ready for your scheduled interview to share with the employer.

2. Be prepared and on time for your interview.

5 ONCE HIRED

OFF-CAMPUS JOBS

1. 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**.
2. You will receive another **DocuSign** with your onboarding documents and appointments to schedule. Complete as soon as possible.
3. 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.

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CONTACT US

FINANCIAL AID
For help with Work-Study eligibility, allocation adjustments, Letter of Clearance, onboarding appointments, off campus paycheck & timesheet issues, contact **finaid@ucr.edu**.

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

Access this guide via the Career Center website!

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