

# WORK-STUDY PROGRAM: Federal Work-Study (FWS)

## How to Search for a Job

### 1 LOG IN

VISIT  
[ucr.joinhandshake.com](https://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](https://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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2. 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, onboarding appointments, off campus paycheck & timesheet issues, contact [finaid@ucr.edu](mailto: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](mailto:careercenter@ucr.edu).



Access this guide via the  
[Career Center website!](https://ucr.edu/careercenter)



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