How to Hire a Student
ON-CAMPUS

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.

Minimum Wage: $12

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

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

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.

continued on the back
How to Hire a Student ON-CAMPUS

(continued from front)

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.

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

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.