

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

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

4 GET INTERVIEWED



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 GET HIRED

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

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.

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, onboarding appointments, off campus paycheck and timesheet issues, contact finaid@ucr.edu.

CAREER CENTER

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

Join our fan page:
UC Riverside Career Center

Follow us:
ucr.careercenter

Follow us:
[UCRCareerCenter](https://twitter.com/UCRCareerCenter)

Link to our group:
UC Riverside Career Center