Instructions for finding Federal Work-Study and Student Temp Service jobs

Federal Work-Study (FWS) and Student Temp Service postings are found in Handshake, the college's career management system. Instructions for finding open positions follow. Contact Career Services at 315.694.6615, CareerServices@morrisville.edu, stop by Crawford 318, or schedule an in-person or virtual meeting at https://outlook.office365.com/owa/calendar/CareerServices1@morrisville.edu/bookings/ for assistance.

Only students with a Federal Work-Study (FWS) award in their 2023/24 Financial Aid package can be considered for FWS jobs. Click here for instructions on how to check if you received a FWS award. Contact Financial Aid, 4th floor Whipple Admin Building, FinAid@morrisville.edu or 315.684.6289 if you don't have an award but would like to be eligible to work in a FWS job.

Step 1: Log into your account in Handshake

Go to https://joinhandshake.com/

Click on "Log in". All registered students have a pre-loaded account, so do not click on "Sign up" to create one.

Log in using your Morrisville log in info. E-mail robackba@morrisville.edu if you receive an error message.

- The first time you access your account you will need to click "Student", then select SUNY Morrisville from the drop-down menu . You 'll also need to complete a minimal amount of information for your profile and select your privacy settings. Click here for information about Handshake's privacy settings. You can change the privacy settings at any time.

- f you set your profile to public, make sure it is a professional, accurate, and up-to-date representation of your experiences and skills. Visit the Handshake Help Center tip sheet on creating a profile by clicking here.

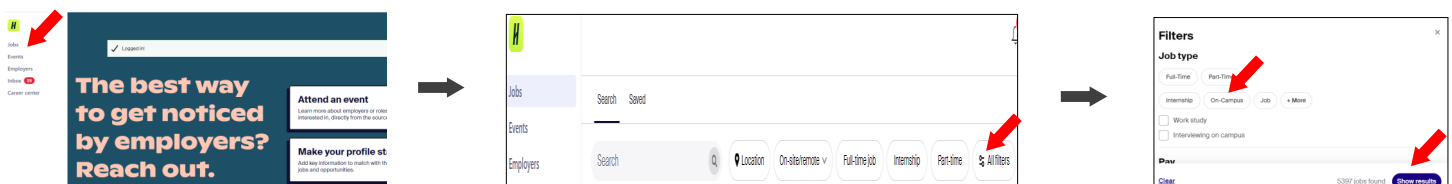## Step 2: Search for Federal Work-Study (FWS) and Student Temp Service jobs

Click on the "Jobs" tab at the Handshake landing page

Click on the "All filters" tab

Select "On-campus", then *click on* "Show results"

A list of positions will come up in the left column, including "DEMO Federal Work-Study Job" and "DEMO Student Temp Service Job."

- All students will be able to see both DEMO postings and any current Student Temp Service openings, but only students with FWS awards will be able to see actual FWS openings. The "Work Study" selection at this same screen will show FWS jobs only to students with FWS awards.

See next page for more instructions and documents required to be hired. ➡

Step 3: Apply to Federal Work-Study (FWS) and Student Temp Service jobs

Click on the titles for the jobs you're interested in. A job description and the time frames in which you will need to complete your hours will be shown.

*Read* the Job Description section to make sure the responsibilities of the position and hours are a good fit for you.

Click on the "Apply" icon for instructions on how to apply. Just clicking on the Apply icon **DOES NOT** mean you applied to a position.

Read the application instructions carefully as they vary by position. For on-campus jobs, application information is also specified in the job description.

- If the job requires a specific application, it will be under the Documents section for the posting. Just click "Download," save as a blank form, complete and save it with your name or initials and the name of the position in the fille name, then continue with the following steps.

Click on "Upload now" or the "Select your other documents" drop-down menu to upload the application materials indicated under the Details from SUNY Morrisville section, if applicable. Click here for a video on uploading documents.

Click on "Submit Application" to complete the application process. Follow-up should be done with the supervisor indicated in the job description; e-mail robackba@morrisville.edu for assistance on your follow-up.
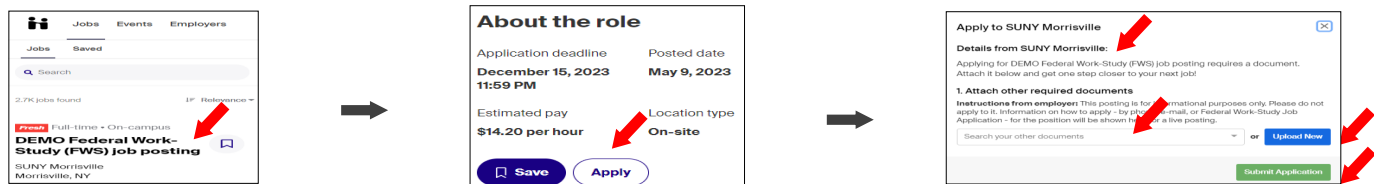
Documents required to be hired

Federal law requires that you present proof of your identification and your authorization to work in the U.S. to be hired for a position. These documents **must be originals and current;** copies and expired documents cannot be accepted. Be sure to bring the following with you when you come to campus so you can start your job at the earliest date once you secure a position. You will not be able to begin working until you have presented these documents.

Required documentation to be set up on the payroll:

For proof of identification, one of the following:

- photo identification such as a SUNY Morrisville ID card, driver's license, US Military card, or State or Federal ID card that includes a photo

AND

For proof of work authorization, one of the following

- Social Security card, original or certified copy of your birth certificate, US passport, Alien Registration Card, Native American Tribal Document, or Certification of Birth Abroad issued by the US Department of State

You will also need a deposit slip from your bank, if you select to have your paycheck direct deposited. Your paycheck will be sent to your home address if you do not select the direct deposit option.