

Student Employment Quick Reference Guide-Student

Applying

1. Most open positions are posted on the Globe under the *student*, then *student employment* tab.
2. Once you have selected a position or a few different positions that you are interested in, you can click on the link and apply by submitting a resume and cover letter through the ADP system.
3. If you need help drafting your cover letter or resume, stop by the Office of EL&CS to make an appointment.

Securing

1. After supervisors read through all applications they will contact you for an interview if they think you would be a good fit.
2. Make a great first impression by dressing professionally for your interview and be ready to share why you want to work in that department.
3. Send a thank you note to your interviewer.

Employment

Before you begin working, the Office of EL&CS must have the following:

1. Completed W-4
2. Completed I-9
3. Signed statement from the student stating they have read the student employment handbook.
4. Wage verification form.

*These forms will be e-mailed to you and are also available on the Globe student employment page.

You may not begin working until the Office of EL&CS lets the supervisor know that all documents have been received and you are clear to begin work.