Applying for Student Assistant Jobs on Campus

Virtual Workshop
Content of this Workshop

- Determining eligibility
- Registering for the online job search platform
- Searching for on-campus jobs
- Applying for on-campus jobs
  - Completing and submitting the Student Employment Application
  - Writing and submitting a résumé and cover letter
  - Checking the status of your application and following-up
- Interviewing for the job
- Starting to work
- Being successful on the job
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On-campus jobs are available to students enrolled at least part-time.

Students must meet the following minimum GPA and unit requirements:

**Students with Federal Work–Study:**
- Undergraduate: 2.0 GPA/6 units
- Graduate: 3.0 GPA/4 units
- Post-Baccalaureate/Credential: 2.5 GPA

**Students without Federal Work–Study:**
- Undergraduate: 2.0 GPA/6 units
- Graduate students: 2.0 GPA/4 units
Registering for the Online Job Search Platform  

All on-campus jobs are posted on Cal State LA Handshake, the Career Development Center’s online job search platform.

To get connected to the correct school, you must go to: calstatela.joinhandshake.com
  ◦ Click “Sign up for an Account”, then
  ◦ Click “Student/Alumni.”

Fill in your personal information.

Use your Cal State LA email in order to be automatically approved.
Registering for the Online Job Search Platform  part two

- Read Terms of Service and Privacy Policy, and check the box to agree.

- Click “Create Account.”

- You will receive an email and to confirm your registration, click on the link. (If you do not see a confirmation email, check your spam and junk mail.)

- Once you confirm your registration, complete your Handshake profile. (Please note: Employers can screen applications based on an applicant’s Handshake profile. Be sure to include your major, school year or anticipated graduation date, and other relevant information.)
Searching for On–Campus Jobs

- In your Handshake account, click on the link “Jobs”, then click “On–Campus.”

- Narrow your search by the “Date Posted” to locate the most recently posted positions.

- Keep your search specific to your experience (e.g., customer service, data entry, social media, clerical, computing, video, design).

- Review the “Employer Preferences” on each job posting to see if you match their criteria. (Note: If the job title has the code “FWS” or the employer preference is “Work Study,” applicants must receive Federal Student Aid and be eligible for Federal Work–Study.)

- Select the jobs that fit you best; not all jobs require that your major match the job position.
You must submit a completed Student Employment Application for each job position you seek.

Go to “Campus Jobs” at the Career Development Center’s website URL: calstatela.edu/careercenter/campusjobs
- Click on “Student Employees,” then click on “Job Application”
- Right-click on the download icon, then save the blank application onto your computer under a name you choose.
- Open and complete the application, describing past accomplishments so they relate to the duties of the job you seek.
- Save the completed application onto your computer by its job title and your name.

Return to the job posting in Handshake, click “Apply,” then “Upload New” and follow the prompts to select your completed application and “Submit Application.”
Applying for On-Campus Jobs

- If the job requires a résumé and/or cover letter, write specifically for each job, then click “Upload New” for these and for application.

- To write an effective résumé and cover letter, consult the Career Development Center’s materials online at website URL: calstatela.edu/careercenter
  - Under “Career Development Guides” use both the “Downloadable Guides” and the “Slide Shows.”
  - Under “Career Express” go to “Preparing for the Job Search” and select OptimalResume to locate and use a résumé template that suits you. (Tip: OptimalResume templates are already formatted with standard alignments and design.)
  - For additional guidance, watch the videos about résumé and cover letters provided by Career Spots, located under “Career Express” and “Preparing for the Job Search.”
Applying for On-Campus Jobs

- Check the status of your application in your Handshake account by clicking on “Jobs” and then “Applications.”

- The status will be given as:
  - Pending: Employer has not reviewed application
  - Reviewed: Employer has viewed application
  - Declined: Not hired
  - Hired: Got the job

- After reasonable time (approximately two to three weeks) you may want to email the department listed on the job posting to follow up on your application status. (Tip: Employers are busy with other tasks so it is not recommended to follow up in person or by phone.)
Mistakes to Avoid

- Using one standard application and résumé without customizing it to the specific job position and department.

- Not referencing the job title in your materials.

- Not submitting a completed Student Employment Application.

- Having an incomplete profile or less than favorable online presence.

- Emailing employers without addressing the specific department and how your specific qualifications meet those required of the position.
Interviewing for the Job

➢ To effectively interview for a job and write a follow-up thank you letter, consult the Career Development Center’s materials online at website URL: calstatela.edu/careercenter
  o Under “Career Development Guides” use both the “Downloadable Guides” and the “Slide Shows.”
  o Under “Career Express,” go to “Preparing for the Job Search” and use Perfect Interview or InterviewStream to practice interviewing in real time with your webcam. (Note: Use the instructions provided to register for these free online tools.)

➢ You can also attend the in-person workshops listed on the calendar under “Events” in your Handshake account.

➢ After preparing by using the above resources, career advisors can further assist through individual appointments scheduled by phone or in person with the Career Development Center.
Starting to Work

- **Before you begin working**, you must complete hiring paperwork.
  - If your position is funded through Federal Work-Study (FWS), you will complete your hiring paperwork through the Center for Student Financial Aid.
  - If your position is not “FWS,” you will complete your hiring paperwork through the Student Employment Office in the Career Development Center.

- **Arrive with:**
  - Completed and signed Employee Transaction Form (ETF), provided by your hiring department
  - I–9 acceptable documentation (Note: International students/students with Employment Authorization Document (EAD) complete the I–9 and are given an Employment Verification form through the Office of International Programs and Global Engagement. International students must also obtain a social security number from the Social Security Administration (SSA).)
  - If your job position will require access or exposure to confidential data, Live Scan fingerprinting will be required.

- **Once you’ve completed the required hiring paperwork**, you will receive an Authorization to Work form, which you will give to your hiring department.
Being Successful on the Job

➢ Work habits for the job:
  o Always show up on time. (Note: Positions are flexible in that you are able to develop a new work schedule each term based on your academic schedule. Be sure to schedule time for travel so that you arrive on time for work.)
  o Be ready and willing to learn new things.
  o When a task is completed, ask for a new one.
  o Do not do things unrelated to your position (personal e-mail, social media, personal texting, etc.). (Note: University equipment (including telephones, computers, printers, fax machines, copiers, supplies, etc.) should be used only for official University business.)
  o Casual business clothing is recommended for most positions on campus.
  o Always maintain professionalism in your behavior and conversations.

➢ Remember: Your supervisor and colleagues may be future contacts for employment verifications or letters of recommendations. Your work style may be reflected in these recommendations so be sure to set the example you wish to have shared with future employers.
Checking the Key Points  part one
(answers on last slide)

1. To be eligible for on-campus student assistant jobs, students without Federal Work-Study must be enrolled part-time and have a minimum GPA of (choose one):
   a) 3.0
   b) 2.5
   c) 2.0

2. To register for Cal State LA Handshake you must go to (choose one):
   a) calstatela.joinhandshake.com
   b) handshake.com

3. The blank campus Student Employment Application is found at (choose one):
   a) Each job posting
   b) Your Cal State LA Handshake account
   c) The Career Development Center’s website under “Campus Jobs”
4. Completed Student Employment Applications are submitted to (choose one):
   a) The Career Development Center’s Student Employment Office
   b) Each job posting through Cal State LA Handshake
   c) The department that posted the job

5. The Career Development Center’s information on résumés and interviews is available through (choose the one or more best answer):
   a) Online programs on the Career Development Center’s “Career Express” webpage
   b) Downloadable guides and slide shows on the Career Development Center’s “Guides” webpage
   c) On-campus, in-person workshops listed on the Cal State LA Handshake calendar
   d) All of the above
Checking the Key Points

Answers:

1. **C** – Student assistants without Federal Work–Study must be enrolled part–time and maintain a minimum GPA of 2.0.

2. **A** – You must use the Cal State LA Handshake link ([calstatela.joinhandshake.com](http://calstatela.joinhandshake.com)) and your Cal State LA email in order to be automatically approved.

3. **C** – All student assistant job postings require a Student Employment Application, which is located on the Career Development Center’s webpage under “Campus Jobs.”

4. **B** – Completed applications must be submitted online to each job posting sought. Remember to customize your application to best align your experiences with the job sought.

5. **D** – The Career Development Center has a number of online and in–person resources to help you succeed in your job search.