WORK-STUDY
EMPLOYMENT
Students will typically be notified mid-August to search and apply for jobs.

UD departments should aim to post job descriptions by August 19 so they are viewable when students are notified of their awards.
GAIN ACCESS TO HANDSHAKE

REGISTER AS AN EMPLOYER WITH CAREER SERVICES’ NEW CAREER MANAGEMENT SYSTEM
Career Services is happy to announce their new career management system, Handshake.

Handshake allows departments to post jobs and manage applicants while students can to search opportunities and schedule appointments.

Access Handshake by clicking “Employers” on Career Services’ home page (www.udel.edu/csc) then “New Employer Registration” to create your employer account.
HANDSHAKE

• After registering and confirming your email, request to connect with University of Delaware on the Connect with Schools page.

• To prevent alerts from Handshake going to your spam folder, add handshake@notifications.joinhandshake.com to your contacts list.

• Join your company by typing your department name into the company name search bar.

• Once you join your company, you will be able to post jobs.
POSTING A JOB

POST A WORK-STUDY JOB OPENING WITH HANDSHAKE
POSTING A JOB USING HANDSHAKE

• Only employers and school staff can post a job, and jobs must be approved by the school before they can be viewed by students. Work-study jobs must be approved by SFS before they become searchable.

• To post a new job, select “Jobs” from the left navigation pane and click “New Job” in the upper right.

• Enter job title, department, and other information about the position.
POSTING A JOB

• Be sure to select the appropriate job function(s) for the position. Though this field is optional in Handshake, please complete it for work-study job approval.

• “Pay Rate” is also an optional field, but is required for work-study job approval.

• Your location will default to your department’s location, but you may change it if the student will be working at a different site.

• Select your notification option. Regardless which option you choose (or if you choose neither), you will be able to review your applicants by logging in to Handshake.
  
  • Application Package will send you a notification every time someone applies for your job.
  
  • Expiration Summary will send you one list at the time your posting expires.
• Continue completing required fields and other information as needed, then write the job description and any required skills and responsibilities.
POSTING A JOB

• Check “Work Study Job” to filter applicants by work-study eligibility.
• Further refine your applicant pool as desired with class, GPA, major, or other optional requisites.
• Click “Create” to complete job posting.
• SFS will review work-study job postings to ensure all required information is included, and respond with approvals or requests for more information within one business day.
REVIEWING & CONTACTING APPLICANTS

- Review resumes of applicants by clicking “Browse Applicants” while in your job posting.

- View the Fully Qualified tab to find applicants who meet all your criteria (including work-study). Applicants in the Not Fully Qualified tab may not have work-study awards.

- Using their provided contact information, email or call applicants to schedule interviews and make employment offers.

- If your positions are filled before the selected expiration date, you can “Expire Posting Now” to remove the listing.
HIRING A WORK-STUDY STUDENT

COMPLETE THE HIRING PROCESS FOR NEW WORK-STUDY STUDENT EMPLOYEES
HR NEW HIRE PROCESS

• Request Criminal Background Check for all student workers who are not active in UD’s HR system ([http://www.udel.edu/prm/cbc_form.html](http://www.udel.edu/prm/cbc_form.html)); student must clear background check before beginning work.

• Newly hired student workers must complete onboarding at [www.udel.edu/onboarding](http://www.udel.edu/onboarding).

• Complete I-9 and JED for newly hired student workers.
  • I-9 forms can be accessed at [http://www.udel.edu/prm/i-9.pdf](http://www.udel.edu/prm/i-9.pdf)
    • Collect and photocopy proper IDs for I-9 (shown on I-9 form)
    • Send signed I-9, copied IDs, and voided check (for direct deposit enrollment) to Payroll & Records Management
  • JED instructions on slides to follow

• Request transfer JED or Additional Assignment forms for student workers active in other departments.

• Returning student employees will not need to reapply through Handshake. Simply confirm their work-study awards (as work-study eligibility can vary year to year) before they return to work, using the Work Study Browse feature in Webviews ([www.udel.edu/webviews](http://www.udel.edu/webviews)).
JED PROCESSING FOR WORK-STUDY JOBS

- Enter semester start date for the Effective date.
- Select “Work Study Student” under Employee Group.
- Refer to HR’s Salary Structure (http://www.udel.edu/hrclass/compsystem/salarystructure.html) to determine the classification and pay rate of your hired student worker and then use the corresponding Job Code on the JED:
  - 4I1006
  - 4I1007
  - 4I1008
  - 4I1009
JED PROCESSING FOR WORK-STUDY JOBS

- Earnings Code: Work Study Academic Year.

- Work-study wages will be split behind the scenes, so enter the Speedtype that will be paying the department’s portion (State: 20% or Federal: 25%) of the wages.

- Select a Work Study Job Type that matches the duties of the position.
A PEEK INTO THE STUDENT PROCESS

HOW STUDENTS ATTAIN WORK-STUDY ELIGIBILITY AND JOBS
STUDENT EMPLOYMENT

- Students must have work-study awards (and not be in verification) in order to view and apply for jobs posted as work-study positions.

- Work-study is awarded based on financial need, therefore students must file the FAFSA each year to have their eligibility determined; most students are awarded by early July each year.
  - Standard work-study award amounts:
    - Resident students - $1,500
    - Non-resident students - $2,000
  - If they have filed the FAFSA and are not in verification, but have not been awarded work-study, students can submit an eligibility query at [www.udel.edu/askSFS](http://www.udel.edu/askSFS) (select Financial Aid and Work Study Eligibility).
  - To inquire about Special Session work-study eligibility, students would also submit an askSFS query.
  - Work-study awards of students who are in the federal verification process will not be active until verification is complete.

- Apply for position using Handshake.*

- Applicants will be contacted by departments to schedule interviews and make hiring offers.

- New student employees must complete a Criminal Background Check (initiated by the hiring department) before they can begin work.

- Upon starting work, new student employees will need to bring their I-9 identification items and a voided check to enroll in payroll’s direct deposit system, as well as complete HR’s onboarding process.

*Students will typically be notified mid-August to search and apply for jobs. Due to this process transition in Fall 2015, students will be notified by August 24, to give UD departments the opportunity to post the majority of their job descriptions.
QUESTIONS?

REACH STUDENT FINANCIAL SERVICES VIA EMAIL AT SFS-DEPT@UDEL.EDU