Student Employment & Work-Study FAQ's

Steps for Finding an On-campus Job

Check your financial aid package on insidePacific
to determine if you qualify for Federal Work-Study or non Federal Work-Study positions.

Create a resume
and make sure it meets the standards outlined in the Resume Handbook located at go.pacific.edu/resumes and proofread your resume carefully.

Log into Tiger Jobs
through insidePacific and update your profile. Tiger Jobs can be found on the "living" tab.

Upload your resume
into the "documents" section of Tiger Jobs. Make sure to select
"Resume for on-campus jobs"

Search the on-campus job descriptions in Tiger Jobs
and submit your resume to positions of interest.

Follow up
with individual departments in person, by email, or by phone. Contact information can be found in Tiger Jobs.

Prepare for an interview
using the tips provided at go.pacific.edu/interviews.

Once hired
Bring your new employee paperwork to Human Resources.

Student Employment FAQs

Federal Work-Study/ Student Employment Overview

What is Federal Work-Study?
Federal Work-Study (FWS) is a form of financial aid awarded to students who demonstrate financial need and meet certain eligibility requirements. This eligibility is based on information that students provide through their FAFSA forms.

FWS provides opportunities for eligible students to work part-time to earn money to pay for their expenses. Unlike other financial aid, money earned from FWS employment is paid directly to students, not disbursed to their student accounts. Payroll checks are issued twice a month and reflect the number of hours worked (if any) and the student's hourly rate of pay (wages vary throughout campus departments, but will always be at least minimum wage).

Students who receive FWS funds as part of their financial aid package will need to apply for available on-campus jobs and be hired by a department in order to begin earning FWS. While the FWS program provides funding to Pacific departments so that they can provide many FWS opportunities, **students who have FWS are NOT guaranteed a job**.

How do I know if I am eligible for Federal Work-Study?
Check your financial aid information on insidePacific to see whether you were allocated FWS funds in your financial aid package.

What if I don't have federal work-study, but I want to work on-campus?
There are many on-campus job opportunities for students who do not have Federal Work-Study. The job postings on Tiger Jobs should note whether Federal Work-Study is required for a particular job. If you are unsure, you can always ask the hiring department directly.

How do I find an on-campus job?
To find an on-campus job (federal work-study and nonfederal work-study positions), start by checking Tiger Jobs for current openings.

Tiger Jobs, Pacific's online job board, contains listings for full time, part time, internship, and on-campus positions (including federal work-study). In Tiger Jobs, you will be able to search for on-campus opportunities and apply for them online.

While most on-campus departments post their student jobs on Tiger Jobs, some job seekers have also found success in contacting departments directly to ask if they are hiring, or asking other students if they know of any available opportunities. If you have difficulty finding a job, you can always schedule an appointment at the Career Resource Center to talk about your job search strategy. Phone number (209) 946-2361.

Will Departments Hire New Students?
Yes, many departments will hire new students. Depending on their needs, some departments prefer to hire new students.

When can I start applying for on-campus jobs?
Students can apply for positions throughout the year. Early in the fall semester is a peak time for departments to hire and there are typically more jobs posted in Tiger Jobs. Students interested in working on-campus, should begin developing their resumes, as soon as possible, so they are ready to apply to positions once they are posted.

Do Current Students Have an Advantage When Applying for Jobs?
While current students may have a slight advantage because they are already familiar with Pacific's departments, most on-campus positions are not posted on Tiger Jobs by departments until the first week of school.

If I have federal work study, am I guaranteed an on-campus job?
Unfortunately, being awarded federal work study funds does not guarantee you an on-campus job. There are a limited number of available positions and there are usually more students looking for jobs than there are positions. Each individual department makes their own determination as to how many student workers they need and the required skillset for the position. To increase your chances of finding and on-campus job, make sure you have a strong resume and follow the job search tips outlined below.

Applying for Positions through Tiger Jobs
What is Tiger Jobs?
Tiger Jobs is the Career Resource Center's online job database. Employers who are interested in hiring Pacific students will post internships and full and part-time jobs to Tiger Jobs (this includes on-campus employers).

How do I Access Tiger Jobs?
To access Tiger Jobs, go to insidePacific and login using your PacificNet ID and password. Click on the "Living" tab and look for the Tiger Jobs logo. Click the Tiger Jobs link and you will be automatically redirected to your Tiger Jobs home page.

How do I apply to a job using Tiger Jobs?
1. Create a resume or update your current resume (See Student Employment Resume below and note whether you need to have your resume reviewed by the Career Resource Center before applying to positions on Tiger Jobs).
2. Upload your resume into Tiger Jobs.
3. Search for open positions.
4. After identifying some jobs that you want to apply to, submit your resume for those positions.

How do I upload my resume?
1. From your Tiger Jobs homepage, click on "documents" from the top menu. Under the "Documents" tab, click the "Add New" button.
2. In the "Label" box, put the title of your document (We suggest that you call it something professional such as "Joe Smith Resume").
3. For "Document Type" select **"Resume for on-campus jobs"**.
4. Click on the "Browse" button to choose your resume document from your computer.
5. Click on the submit button to upload your resume.

How do I search for on-campus job listings?

1. From your Tiger Jobs homepage, click on "jobs" from the top menu.
2. Under the "Jobs" tab, select "On Campus Work Study Jobs" or "On Campus Non Work Study Jobs" from the drop down menu.
3. Scroll down the page to view a list of open positions. Select a job title to see the position information.

How do I submit my resume for a position?

1. After you have searched for open positions, click on the job you want to apply to and click on the "Apply" button to the right of the position information.
2. In the new window that pops up, choose your resume in the "Resume" drop-down box, and click "Submit." This will send your resume directly to the hiring department. (Note: If you have more than one resume uploaded into Tiger Jobs, make sure that you are selecting the appropriate resume for the job).

What if the position requires other documents?

Some departments require that you submit other documents such as a cover letter, an additional application, or a writing sample with your resume. Before you submit your resume to the position, make sure that you upload these other required documents onto Tiger Jobs.

1. Under the "Documents" tab, click the "Add New" button.
2. In the "Label" box, put the title of your document. **For "Document Type" you must select the appropriate type for the document that you are uploading** (for example, if you are uploading a supplemental application then you would choose "Other Documents" as your document type). If you do not select the correct type, then you will not be able to choose or submit it on the job posting.
3. Click on the "Browse" button to choose your document from your computer.
4. Click on the "submit" button to upload your document.

What if I have to change the "document type" for a document that I have already uploaded to Tiger Jobs?

If you need to change your document type on a document that you have already uploaded onto Tiger Jobs, go to your documents page, click on the title of your document, change the document type and click submit. You will need to submit your resume and other documents to a job posting at the same time. If you have already submitted your resume to a position on Tiger Jobs, then you can no longer submit the "other" document through Tiger Jos. If this happens, it is advised that you email your documents to the contact person directly and explain the situation.

Tiger Jobs Troubleshooting

What if I click on the Tiger Jobs link and it takes me to another login screen?

If you are a returning student, try resetting your password through Locksmith. If you are a new student and having difficulty logging in, please call the CRC at 209.946.2361 and we will be happy to help you.

Tips for Increasing Your Chances of Securing an On-Campus Job

What should I do after I apply for jobs?

Applying for a position on Tiger Jobs is just the first step of the application process. Each department will have a different hiring process, and some may require you to submit further information (usually in the form of an application). If you would like to know more about the hiring process of a particular position, contact the department or the supervisor directly. If you need any help completing an application, please contact the Career Resource Center.

Should I follow up about my resume?

Yes! With any job search, you want to make sure that you follow up on your application/resume. Contact the individual department (contact information will be listed in Tiger Jobs) to find out if they have received your application and have a timeline of when they will be hiring. Students typically see most success when they follow up in person so that they can make a face to face connection with the hiring manager.

What if I apply and no one gets back to me?

It may take some time for departments to get back to you, especially if there were a number of resumes submitted for the position. If you apply to a job and do not get a response, you can call or visit the department to inquire about the status of your application.

What if I want to learn more about a job position?

If you would like to learn more about a certain position, we encourage you to contact the department and/or supervisor directly (contact information is in Tiger Jobs).

How can I stand out to a potential employer?

Make sure that you have strong resume, have polished interviewing skills, and that you are proactive with following up with the hiring departments.

Student Employment Resume

How do I write a resume?

The Career Resource Center has created a Resume Template as well as a Resume Writing Handbook to help you build an effective resume. You can find both of these documents on the Career Resource Center website www.go.pacific.edu/resumes.

If you have any questions or need help writing your resume, please contact the Career Resource Center and we will be happy to help you.

What if I don't have any work experience to put on my resume?

Don't worry; an on-campus job is a good way to build your resume. Many of Pacific's students did not have any work experience before getting their first on-campus jobs. In addition to work experience, employers look for students who have been involved in campus activities and volunteer work, so make sure to include these experiences on your resume.

Do I have to get my resume reviewed before applying to jobs on Tiger Jobs?

<u>When Applying to On-Campus Jobs</u> *(including both federal work-study and non-federal work-study opportunities)*

Students applying for jobs on-campus do not need to have their resumes reviewed at the Career Resource Center before applying to on-campus opportunities. Make sure to select **"resume for on-campus job"** when you are uploading your resume.

If you need help crafting your resume, or would like to have someone at the Career Resource Center review it, there are friendly staff available to help. If you have never had your resume reviewed before or if you are unclear how to create a resume, it is advised that you do seek assistance from the Career Resource Center. We want to help you increase your chances of landing a job when entering this competitive process. There are also many online resources available for reference including the [First Year Student Resume Template](#) and [Resume Writing Handbook](#) to help guide you in creating a strong first resume.

<u>When Applying to Off-Campus Opportunities</u> *(including part-time jobs located off-campus, internships, entry level career opportunities, experienced opportunities for alumni, and positions posted through the CRC's on-campus interview program.)*

Before applying to any positions located off-campus, students and alumni must have their resumes reviewed at the Career Resource Center. The review process is designed to give students and alumni an advantage in the job search process by helping them identify their strengths and ensuring that they are communicated well on paper. When applying to off –campus opportunities, make sure to select **"resume for off-campus job"** when you are uploading your resume.

Preparing for the Interview

What should I expect in the interview?

While most on-campus departments do not expect you to have significant experience, they do expect you to be prepared for the interview. They will ask you several questions regarding your skills/experience, strengths, weaknesses, interest in the position, and schedule availability.

Interview Tips

- Research the department before going to the interview. Check Pacific's website to find out what services they provide to the university. Ask around to find out what experiences others have had with that department.
- Bring a few copies of your resume with you to the interview.
- Be enthusiastic about the position. Tell the interviewer specifics about why you would like to work in that department.
- Think about your strengths and weaknesses before going to the interview.
- Identify some key examples of how you used some of the skills requested in the job description. Examples can come from past jobs, volunteering, participating in clubs/organizations, and academics.
- Bring two copies of your class schedule with you to the interview. You can give one to the interviewer and keep one to refer to when you are asked about your availability.

- Prepare questions to ask the interviewer. Asking questions shows the interviewer that you have interest in the position. You can bring the questions with you in a notebook, so that you don't forget them.

- Why are you interested in this position? (Hint: this is not the time to talk about how you want to earn money. Talk about the tasks that you will be doing in the job that interest you or why you are attracted to the particular department).
- Tell me about some of your strengths?
- Tell me about your weaknesses?
- Tell me about a time when you provided good customer service?
- What is your experience with computers?
- What computer programs do you know?
- Describe your experience with_____. (Fill in the blank based on the job. Examples: tutoring, refereeing, providing customer service, working in a lab, filing, organizing events)

More interview tips and advice can be found at the Career Resource Center's interview page. If you need additional assistance with interviewing, the CRC is glad to help. Schedule an appointment at 209.946.2361.

What do I do once get hired?
New Hire Paperwork
All students who are hired to work on-campus are required to fill out new hire paperwork within 3 days of working. This includes I-9 verification and W-4 forms.

For the I-9 verification you will need to bring documentation of your right to work in the United States. Forms of documentation can include (but are not limited to), driver's license, ID or Military card plus social security card, US Passport, or Permanent Resident Card. New hire paperwork can be found along with a list of other acceptable forms of documentation (page 3) at http://www.pacific.edu/Documents/hr/acrobat/2015%20I9%20Packet.pdf.

Print and complete the forms and deliver them to the Human Resources department. They will also need to see your documentation in person.

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