

LOOKING FOR A JOB?

STEPS FOR FINDING STUDENT EMPLOYMENT @ SHU



CHECK YOUR ELIGIBILITY

Some positions may require that applicants are eligible for Federal Work Study (FWS) funding. Students can check their eligibility via their award package on the SHU Portal.

Eligibility is determined based on financial need using the methodology from the FAFSA.

Hiring managers may ask for proof of FWS eligibility during the interview or hiring process.



SEARCH & APPLY FOR POSITIONS

Open positions are posted online at Jobs.SHU.edu; use the "Student Employment" filter.

Students should follow up with the hiring manager for the position for any updates. Hiring managers will reach out to schedule any interviews.

Students are advised to ensure preparation and professionalism during the interview.



ACCEPT AN OFFER

If selected for a position, the student will receive an electronic notification to view their offer via the Hiring Portal. The student will have the option to accept the offer.

Once the offer has been accepted, students must complete the required hiring forms prior to starting work.

Students receive a separate notification once processed, listing their hire date.



COMPLETE HIRING FORMS

Student Employees are required to complete the I-9 Form in-person in the Financial Aid Office. Students need to bring the original form(s) of their supporting document(s) for the I-9 Form. This is required before a student can begin working.

Students must also submit the W4 and NJ W4 Forms to the Payroll Office to receive compensation.



START WORKING

Once the hiring process is complete, an electronic notification is sent to the Student and Hiring Manager indicating the student's start date. Students cannot begin working prior to receiving this approval.

Students are expected to follow the schedule and rules as set with their Hiring Manager. Students must submit biweekly timesheets to receive compensation.