STUDENT EMPLOYMENT PLANNING CHECKLIST
ON-CAMPUS JOBS

Webster University students can identify and apply for student employment positions via **Handshake,** the university's online career management platform. The strategies featured in the Student Employment Planning Checklist are recommendations and organized into three sections: Preparing for Your Search, Implementing Your Search Plan, and Concluding Your Search. Access an interactive version of this checklist here: **linktr.ee/wucareerplanning**

ON-CAMPUS JOBS

In Handshake, on-campus jobs are organized in two categories: **work study*** and **paid roles****

PREPARING FOR YOUR SEARCH

_____ Activate your **Handshake** account and update your career interests to align with your goal for obtaining an on-campus job

_____ Review Career Planning & Development Center resources for preparing a tailored **resume** and **cover letter*****

_____ Share your updated resume and cover letter with a career advisor through the **Resume Drop-Off Service** to receive feedback

_____ Identify 3-5 **references****** who can speak to your relevant skills, knowledge, experience, and work ethic and request permission before including their contact information in job applications

IMPLEMENTING YOUR SEARCH PLAN

_____ View on-campus jobs you're eligible for by following these steps:

- Login to your **Handshake** account
- Select **Jobs** from the navigation bar, **All filters,** then **On-campus**
  Students who are Federal Work-Study eligible can filter work study positions under job type by clicking **Work Study** to view only Work Study eligible positions
- Select **Show results** to view current on-campus jobs
- Apply for on-campus jobs that match your qualifications and interests

CONCLUDING YOUR SEARCH

_____ Check the status of on-campus jobs you have applied to via Handshake. Upon logging in to your Handshake account, click on your account icon in the upper-right corner of Handshake, then click **My Jobs.** All jobs you have applied to will display on the screen, along with the status of your application. Application statuses in Handshake include:

- **Pending:** The application has been submitted and is still pending review from the hiring manager
- **Reviewed:** The applicant's documents have been reviewed by the hiring manager
- **Hired:** Marked by the hiring manager as hired for a job posting in Handshake
- **Declined:** Marked by the hiring manager as no longer under consideration for the job posting

_____ Review the Career Planning & Development Center's **Best Practices for Professional Communication** and check your e-mail and voicemail regularly to ensure timely communication with campus hiring managers.

*Students who have been awarded Federal Work-Study (FWS) as part of their financial aid will have access to view work study and paid roles. Please note that FWS positions are limited to domestic, undergraduate students only. **Learn more about FWS here.**

**Students who do not have a FWS award will only have access to view and apply for paid roles in Handshake.

***There are some on-campus jobs that do not require a cover letter as part of the application process.

****There are some on-campus jobs that do not require references as part of the application process.

STUDENT EMPLOYMENT PLANNING CHECKLIST
GRADUATE ASSISTANTSHIPS

Webster University students can identify and apply for all student employment positions via **Handshake,** the university's online career management platform. The strategies featured in the Student Employment Planning Checklist are recommendations and organized into three sections: Preparing for Your Search, Implementing Your Search Plan, and Concluding Your Search. Access an interactive version of this checklist here: **linktr.ee/wucareerplanning**

GRADUATE ASSISTANTSHIPS

Webster University has limited graduate assistantships available. As a result, graduate students are encouraged to broaden their job search to include on-campus jobs. It's worth noting that on Handshake, Graduate Assistantships are classified as a job type under **"Graduate School."**

PREPARING FOR YOUR SEARCH

_____ Activate your **Handshake** account and update your career interests to align with your goal for obtaining a graduate assistantship

_____ Review Career Planning & Development Center resources for preparing a tailored **resume** and **cover letter**

_____ Share your updated resume and cover letter with a career advisor through the **Resume Drop-Off Service** to receive feedback

_____ Identify 3-5 **references** who can speak to your relevant skills, knowledge, experience, and work ethic and request permission before including their contact information in job applications

IMPLEMENTING YOUR SEARCH PLAN

_____ View on-campus jobs you're eligible for by following these steps:

· Login to your **Handshake** account

· Select **Jobs** from the navigation bar, **All filters, +More,** then **Graduate School**
  Scroll down to Employers and type in **Webster University**

· Select **Show results** to view current graduate assistantships at Webster University
  If there are zero (0) results after selecting Webster University as the employer, that means there are no current graduate assistantships available

CONCLUDING YOUR SEARCH

_____ Check the status of graduate assistantships you have applied to via Handshake. Upon logging in to your Handshake account, click on your account icon in the upper-right corner of Handshake, then click **My Jobs.** All jobs you have applied to will display on the screen, along with the status of your application. Application statuses in Handshake include:

· **Pending:** The application has been submitted and is still pending review from the hiring manager

· **Reviewed:** The applicant's documents have been reviewed by the hiring manager

· **Hired:** Marked by the hiring manager as hired for a job posting in Handshake

· **Declined:** Marked by the hiring manager as no longer under consideration for the job posting

_____ Review the Career Planning & Development Center's **Best Practices for Professional Communication** and check your e-mail and voicemail regularly to ensure timely communication with campus hiring managers.