Five Steps to a Successful Work-Study Job Search

1. **Set up your HireHendrix account**
   HireHendrix is the College's online job and internship listings site. Beginning with the 2014-2015 academic year, **all available work-study jobs will be posted on this site for students to view**, as well. Before you can use HireHendrix to search and apply for work-study jobs (or other types of opportunities advertised through the system), you'll need to make sure your account is activated and up-to-date by following these steps:
   - **Login to your account at https://hendrix-csm.symplicity.com/students/ using your Hendrix email address and previously set password.** If you are accessing your account for the first time, or if you've forgotten your password, click the "Forgot Password" link to have a link for setting your new password emailed to you. Immediately check your Hendrix email account; the password link with expire in 24 hours.
     - Students are automatically registered for HireHendrix during their freshman year. If you receive an error message indicating that you've entered an "incorrect username and password" or that there is "no matching username found" when trying to log into the system or get a new password link sent to you using your Hendrix email address, do <u>NOT</u> click the button to register for a new account. First try switching browsers. Some users have reported encountering issues when trying to log into HireHendrix using Internet Explorer, but these issues are usually resolved by trying again using Chrome or Firefox. **Contact workstudy@hendrix.edu if you continue to experience issues logging in after switching browsers.**
   - Once you've logged into HireHendrix, click on the "**Profile**" tab in the top orange menu bar on your home page to enter/update both your "**Personal**" and "**Academic**" information.

2. **Search for work-study jobs on HireHendrix**
   Once your account has been activated and your profile information is complete and up-to-date, you're ready to search for work-study jobs:
   - There are two ways to access a list of available work-study jobs. Click on "**Find a Work Study Job**" under the **FIND A JOB** section on the right-hand side of your home page, or select "**Find a Work Study Job**" under the "**Jobs**" tab in the top orange menu bar on your home page. (*Note: Selecting "CSM Jobs" from the drop-down menu under the "Jobs" tab will bring up a list of ALL available opportunities being advertised via HireHendrix, not just work-study jobs.*)
   - Click on the job title or "More" link to view the details of the position, including how to apply.
   - Click on the star next to the job titles of the positions that interest you if you'd like to add them to your favorites list, which may be accessed from the "**My Favorites**" tab on your Jobs home page.
   - Take note of **application deadlines** and make sure you allow enough time to prepare your documents (see steps for doing this below) and apply for any jobs you are interested in before they expire. **Deadlines will vary among job postings.**

3. **Apply for work-study jobs**
   After you've reviewed the available opportunities and selected a work-study job(s) you'd like to apply for:
   - Click on the job title to open the complete job posting.
   - **CAREFULLY review any listed requirements associated with the job.** Please pay attention to:
     - <u>Work Study Type</u> – **This is very important!** Hendrix has two types of work-study employment: Federal Work Study (FWS) and Hendrix Work Program (HWP). To determine which type you are eligible for, log into your Campus Web account and check your Financial Aid Award (under Finances). You will see an award listed for FWS if you are qualified for it; otherwise, you are only

approved to apply for HWP jobs. (*Note: You may also contact the Financial Aid Office directly at 501-450-1368 or financial_aid@hendrix.edu to confirm your eligibility.*) You need to know whether you are eligible for FWS or HWP. **Please do NOT apply for positions listed as "Federal Work Study ONLY" if you are not qualified for FWS.**

- Qualifications – Some departments require specific qualifications and/or skillsets (e.g., class level or minimum GPA, completion of certain courses, software proficiency, or special training or certifications). Pay attention to these requests and do not apply for jobs for which you do not meet listed minimum requirements.
- Approximate Hours Per Week – Think about whether or not your class schedule, study time, and extracurricular activities can accommodate the number of hours you'd be expected to work.
- Required Work Schedule – Take into consideration any schedule-related needs that are listed, such as working particular timeframes during the week or on weekends, before you apply.

■ Locate and click on the "**Apply**" button to open the job application form. (*Note: Some work-study supervisors will choose to accept applications in a manner other than the HireHendrix system, in which case instructions will be provided in a "How to Apply" section in the complete job posting rather than an "Apply" button.*)

■ Select your resume and any other documents that are required. These may include a cover letter, unofficial transcript, writing sample, or other document specified by the work-study supervisor, and **they will vary among job postings**. Before preparing and submitting your documents for the job application, **make sure you read any supervisor-provided instructions listed in red at the bottom of the application form**.

- **In order to select documents on the application form, you will first need to upload them to your "Documents" tab in your HireHendrix account.** To do this:
- Finish and save the document as a **PDF** on your computer. (*Note: While the system allows you to upload documents in other formats, PDF is strongly encouraged because this file type typically maintains the formatting of your documents.*)
- Click on the "**Documents**" tab in the top orange menu bar on your home page, then click on the "**+Add New**" button.
- **Label your document**. Choose labels carefully so you'll know which file to select on the application form. For example, if you are applying for multiple work-study jobs, you may be asked to submit a cover letter for each one. This means you'll need to upload both documents (if they are different) and label them appropriately to be able to distinguish between the two on the job application forms (i.e., "John Smith – Cover Letter for Media Center Assistant" and "John Smith – Cover Letter for Multicultural Programming Assistant"). (*Note: Never select "Student Employment Application; this is a document type not currently used in our system.*)
- **Select the appropriate Document Type. This is important.** What you select here will determine which drop-down list the document appears in for you to choose from on the application form. (For the examples listed directly above, you'd select "Cover Letter".)
- Click on the "**Choose File**" button to locate the file you want to upload from your computer.
- Click "Submit". Email workstudy@hendrix.edu if you receive an error message saying the file size is too large, and attach your document to the email. (*Note: The maximum file size is 500KB.*)

■ You may add a note to the recipient in the "**NOTES**" field on the form, though this is not required.

■ Click "**Submit**". All applications will be stored in your HireHendrix account and may be accessed by selecting "**My Job Applications**" under the "**Jobs**" tab in the top orange menu bar on your home page.

■ Work-study supervisors will contact you via email or phone if they choose to consider you for their posted positions.

4. **Complete the appropriate documentation after receiving an offer to work**
   Once you've gone through any additional steps required of the application process (such as an interview) and have received an offer to work, **go to www.hendrix.edu/GetWorkStudy and begin at Step 3**. You must complete the necessary documents and return them to the Financial Aid Office (Ellis Hall, 2nd Floor) before

you may begin working. Some documents only need to be submitted once while others may need to be submitted each year. Click on the link provided under Step 3 to view a checklist and guide that will help you determine which documents you need to complete and submit in order to begin working. All documents may be downloaded from the www.hendrix.edu/GetWorkStudy website. (*Note: You may also access this website from your HireHendrix account. Just click on "Hendrix Work Study Information for Students" under the SHORTCUTS section on the right-hand side of your home page.*)

Once the Financial Aid Office has received all necessary documentation, you and your work-study supervisor will receive an email authorizing you to begin work. **You cannot begin working until you receive this notification.** The Financial Aid Office will create a time card for you and place it in your Campus Web account. **It is your responsibility to track and record all hours you work on your time card** as you work them. You will be paid monthly and must submit your time card for your supervisor's approval by the last business day of each month. If you do not record your hours on your time card during the current pay period, you risk not getting paid for that time.

5. **Remember this list of helpful tips and contact information during your search**
   - Add **https://hendrix-csm.symplicity.com/students/** (the HireHendrix login page for students) and **www.hendrix.edu/GetWorkStudy** (the work-study information page for students) as favorites in your computer's browsers. You'll likely reference them often during your search!
   - Keep looking! Login to HireHendrix periodically, especially during the first few weeks of each semester, as work-study jobs are posted and reopened throughout the entire academic year.
   - Contact **workstudy@hendrix.edu** if you have any questions or run into any problems during this process that aren't addressed on this sheet or online.
   - If you have trouble securing an on-campus work-study job, consider searching for part-times jobs in the Conway community. Local recruiters will advertise their opportunities on the HireHendrix system as well as put job announcements on the Job Postings bulletin board (located outside of SLTC 238). Contact Jamie Fotioo Groat, employment connections coordinator, at 501-450-1440 or fotioo@hendrix.edu for assistance with your part-time job search.