STUDENT EMPLOYMENT PROGRAM- Tip Sheet

Work-study positions are not guaranteed. The only way to obtain work-study funding is to secure employment.

USING WORK-STUDY AWARDS ON CAMPUS:

Log in to Talent Track

- Go to the Human Resources website at hr.rmu.edu/careers. Then, on the right hand side, click on "Student Careers" in the purple box. To view positions available for student employment, log in to Sentry Secured Services, and check "Student Worker" under work type. Look through the available jobs and click on the red lettering to apply for the position. If you have already created a Talent Track profile, click Applicant Log In, and then log in to check your application status. If you have not created a Talent Track profile, you will have to apply to a position to create a profile.

First-time Talent Track Users: Complete Your Profile

- You will have to apply to a position to complete your profile. Fill out your personal details and upload your resume, if available, and any other pertinent information. Once you have completed this section, click "Save and Continue." If you need to stop while creating your profile, you can click "Save and Exit" to edit the application at a later date.

Returning Talent Track Users: Update Your Profile

- The welcome screen will show you all the applications you have submitted so far. On this screen, you can view, update, or withdraw your application for Student Employment Program jobs.
- You can also edit your application if any of your information has changed.

Upload Your Resume to Talent Track

- During the application process, you have the opportunity to upload a resume and/or cover letter to Talent Track. At any time you can upload a more recent or edited version of these documents for employers to view.

Voluntary Questions

- The Voluntary Demographic Questions in the Talent Track application are optional and do not have to be answered. If you do not wish to provide this information, choose "Not Disclosed."

Submitting Your Application

- After you have completed your application, you will submit the application. Once you click "Submit Application," you have applied for the position on Talent Track. You will receive a notice that your application has been submitted, and an email will be sent to the email address you provided stating that your application has been received. (You will also see this application listed on the welcome screen.)

HIRING PROCESS

After Applying

- You may want to follow up with campus employers to inquire if any additional information is needed and to reiterate your interest in the position. If hiring managers consider you a good fit for their position(s), they will contact you to invite you for an interview. You may want to submit a class schedule and/or availability to the hiring managers.

- If you have been selected for the position, you will receive an email informing you that you have received an offer. Upon logging in to Talent Track, you will see the option to view your new offer on the welcome screen. If you choose to accept this position, you will need to open and accept the offer. You will receive confirmation that you have accepted the offer and will now be prompted to go through onboarding, which includes the new hire paperwork. If you do not wish to work in this position, you will need to decline the offer.

Employment Paperwork

- Once you have been hired, stop in the Center for Student Success (CSS) to pick up a New Hire Employment Packet that includes the W-4, I-9 and all other tax information. (You may also view and print the packet from the website link.) Bring the packet with completed paperwork and required original documentation for the I-9 to the CSS, located in Nicholson 266. (Students who have previously been on the Robert Morris University payroll do not need to complete these forms again unless their information has changed.) Please note that if you print and fill out this paperwork, you will still need to stop by the office with your ***original forms of identification*** for the I-9 (no exceptions).

Authorization to Begin Working

- No student may begin working until all paperwork is received, and they are contacted by their hiring manager.
- Once hired, international students must obtain a letter from the Center for Global Engagement (CGE) to take to the Social Security Office. This letter is necessary to apply for and receive a Social Security Card before being authorized to work. The CGE is located in Colonial Village #2 (Teetz Alumni House). The CGE can be reached at (412) 397-4243 or *internationaloffice@rmu.edu*. This letter can also be found in the onboarding portal. It must be signed by the hiring manager as well as a representative from the Center for Global Engagement.

USING WORK-STUDY AWARDS OFF CAMPUS:

If you are interested in applying your Federal Work-Study funds to an off-campus position in a nonprofit or community service organization, email burgess@rmu.edu to schedule an appointment with Marla Burgess to discuss your eligibility. (Employment paperwork and site/position approval are required prior to starting.)

ADDITIONAL TIPS & SUGGESTIONS

Finding a job on campus can be a very competitive process. Be proactive about your job search. The first step is to apply for positions through Talent Track. If you are having difficulty securing a position, please consider the following tips:

Completing the Student Employment Program Application

- Be specific when listing information in your profile.
- If you submitted a resume, remember to upload an updated resume each semester before applying for positions.
- Apply for at least 10-12 positions to increase your options in obtaining employment.
- Consider making contact with the hiring department either by email or in person once you submit your application, especially if you haven't heard back from the department. Remember to be professional.

Exploring All Options

- In addition to the application, consider developing a well-written, professional resume. Prior to the start of a new semester, you may want to email your resume to offices and departments on campus, in which you would like to work, to inquire about potential openings. This type of preparation and professionalism may help you stand out in a positive way.
- Talk with friends you know working on campus to ask about anticipated openings in their offices/departments.
- Ask professors and campus staff you know if they are aware of any anticipated openings.

Considering Opportunities Available Off Campus

- Although not part of the RMU Student Employment Program, part-time jobs in the local area, as well as some on campus with non-RMU employers (Parkhurst, Barnes & Noble), may be a good option for you. If you are having difficulty finding a work-study position, a part-time job may be a good alternative for experience and income. Visit these organizations and/or search Handshake to learn of available opportunities. When searching in Handshake, click "Filters" and then select "Part-Time" and "Paid Only." You may also want to consider adding the city, state or zip code to narrow down your search.
- International students must adhere to their visa guidelines and restrictions.

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