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**STUDENT EMPLOYEE JOB SEARCH CHECKLIST**

**Career Services** is your primary contact for finding on campus jobs.

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| **REFLECT & GET READY** | | |
| **Check** | **Steps** | **Tasks** |
|  | 1 | **TAKE A MINUTE**  Before you apply to any job, think about those that might provide valuable training and experience. Employers highly value the experience you get as a student employee, but some positions may be more relevant to your career path than others. |
|  | 2 | **ACTIVATE YOUR HANDSHAKE PROFILE** All on campus jobs are posted to Handshake. Activate your profile by going to [oit.joinhandshake.com](https://oit.joinhandshake.com) and complete your profile. Use your OIT email address. It’s that simple! |
| **SEARCH & REACH OUT** | | |
|  | 3 | **SEARCH HANDSHAKE FOR AVAILABLE JOBS**  Use the location filters (*Klamath Falls* or *Wilsonville*) and job type *On Campus Student Employment* to find them. Download the Handshake app on the App Store to search on the fly! |
|  | 4 | **BE PROACTIVE**  If there are departments you would like to work for, it can be a GREAT idea to approach them directly. Even if they don’t have current openings, they will be impressed that you made this effort. |
| **APPLY & FOLLOW UP** | | |
|  | 5 | **READ THE JOB POSTINGS CAREFULLY!**  If it has a 3.0 GPA minimum and yours is 2.5, don’t apply. If your GPA is 2.9, you can plead your case. Other requirements may be flexible if you have a strong argument about why you are a great candidate. |
|  | 6 | **CREATE OR REFINE YOUR RESUME**  Make sure your resume addresses the requirements of the job. If you need some help, you can make an appointment with Career Services on Handshake, and help is available 24/7 at [www.oit.edu/career-services/students/resume-cover-letter](http://www.oit.edu/career-services/students/resume-cover-letter). |
|  | 7 | **APPLY**  Read the application instructions carefully. When you click *Apply* on Handshake, it sends your uploaded resume, but some campus departments may want you to complete an application form instead of/in addition to a resume. Even if not requested, sending a cover letter for jobs you really want can be a great idea. See link above for cover letter help. |
|  | 8 | **FOLLOW UP**  It is perfectly acceptable to contact the department to inquire about the status of your application. |
| **INTERVIEW & GET SELECTED** | | |
|  | 9 | **PREPARE FOR YOUR INTERVIEW**  See <http://www.oit.edu/career-services/students/interviewing-skills>. |
|  | 10 | **YOU ARE SELECTED**  Congratulations! See below for important information about how to get paid. |

Questions regarding STUDENT JOB SEARACH? Contact Career Services at [career@oit.edu](mailto:career@oit.edu) or 541-885-1020.

**TURN OVER for important information about getting hired and paid!**

**You CANNOT get paid until you complete the steps on the next page.**

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**STUDENT EMPLOYEE HIRING CHECKLIST**

**Payroll Services – Human Resources** is your primary contact for completing hiring paperwork so that you can get paid.

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| **HIRING FORMS** | | |
| **Check** | **Steps** | **Tasks** |
|  | 1 | **COMPLETE HIRE FORM**  Your hiring department will complete their section, and there is a section for you to complete. When the form is completed with all signatures, go to step 2. |
|  | 2 | **TAKE HIRE FORM TO PAYROLL SERVICES – HUMAN RESOURCES**  Klamath Falls: 109 Snell Hall to complete paperwork.  Wilsonville: Trish Hower, 2nd floor to complete paperwork. |
| **EMPLOYMENT FORMS** | | |
|  | 3 | **COMPLETE STUDENT EMPLOYEE INFORMATION SHEET** |
|  | 4 | **COMPLETE I-9 (Employment Eligibility Verification)**  If you have never worked for Oregon Tech before, bring **proper identification documents:** See[www.uscis.gov/i-9-central/acceptable-documents](http://www.uscis.gov/i-9-central/acceptable-documents). |
|  | 5 | **COMPLETE W-4** |
|  | 6 | **COMPLETE DIRECT DEPOSIT AUTHORIZATION FORM** |
|  | 7 | **APPROVAL FROM PAYROLL**  Once you have filled out the new hire packet and have been cleared regarding the I-9 requirements, an email will be sent to your supervisor and the budget authority stating that you are approved to start working and the date approved. You CANNOT work or participate in training (or get paid) until this approval is received. |
| **ONBOARDING** | | |
|  | 8 | **ORIENTATION & TRAINING**  If you will have access to any student information, such as grades, you MUST complete [online student FERPA training](http://www.oit.edu/registrar/student-records/ferpa/resources)**,** and if you will be using social media such as posting to a department Facebook page, you must review the [**Social Media Guidelines**](http://www.oit.edu/docs/default-source/public-relations-docs/social-media-guidelines.pdf?sfvrsn=12)**.**  Your supervisor will work with you to complete *Safety Training* and *Department Training.* |
|  | 9 | **TECHNOLOGY ACCESS**  Make sure your supervisor emails [helpdesk@oit.edu](mailto:helpdesk@oit.edu)**about your new position: the email should** include the supervisor’s name, your name and ID#, start date, print index, and T: drive access required. If you are a Wilsonville students, and you need to print for your jobs, your supervisor should let et Trish Hower know so that she can authorize them. |
| **PERFORMANCE** | | |
|  | 10 | **ONGOING PERFORMANCE**  Your supervisor should provide regular feedback about your performance. |

Questions regarding STUDENT HIRING? Contact Payroll Services – Human Resources at [payroll@oit.edu](mailto:payroll@oit.edu) or 541-885-1210.