

Conducting Your Campus Job Search

Your first step in seeking a campus job should be to apply through **HIRE-UT** powered by *Handshake*. To log into your account, please go to www.ut.edu/hireut. If you have difficulty accessing your **HIRE-UT** account, please contact Handshake support at <https://support.joinhandshake.com/hc/en-us/requests/new>.

Once you log-into **HIRE-UT**, click on the "Jobs" tab on the toolbar. Under "Job Type" select "On Campus Student Employment" and click on the job description to access the instructions for on-campus job applications in Workday. In Workday search for the title of the on-campus job you want to apply for and submit your application. Because student employment is competitive, we encourage you to approach your on-campus job search in a professional manner, here are some extra tips to help:

KNOW

Know your Financial Aid Status. *Are you considered Student Employment or Work Study?* This is important as some offices only hire one or the other. When in doubt, check your Financial Aid package on **SpartanWeb** or with your Financial Aid counselor. (813-253-6219 or finaid@ut.edu)

PREPARE

Do you have all the necessary documents in order to apply for the position? Most campus employers will require you to submit at least a resume. Some may also require a cover letter, student employment application, and letters of recommendation. If you need assistance with creating a resume or cover letter, please use the guides on <http://www.ut.edu/career/jobsearchtoolbox/>. You can also take advantage of drop-in hours Monday – Friday from 2pm – 4pm in Riverside Center (RIVC) room 116 for resume and cover letter critiques, and quick job search strategies.

RESEARCH

Do your research as to what offices on campus hire many student employees. Dining Services, Post Office, Admissions, Athletics, Fitness and Recreation Center, Media Services, Computer Labs, Library, Office of Student Leadership and Engagement, and Campus Recreation are just to name a few. You can find a list of the departments on campus using the UT Directory on www.ut.edu/directory/.

NETWORK

Ask your classmates, friends, professors, admissions counselors, resident assistants, etc. if they know of any offices on campus that are currently hiring students. Let them know that you are looking for a campus job and to keep you in mind if they hear of any openings.

ENGAGE

Send your resume to various campus offices to inquire about their hiring needs. Be sure to include in your email and why you would be a good fit for the job, not why the job would be a good fit for you.

FOLLOW UP

If you do not hear back, it can be helpful to send a follow-up email to the individuals to whom you sent your resume. Please keep in mind that following up too aggressively can become a barrier to reaching your goal of getting a job.

CREATE RELATIONSHIPS

If the office does not have opportunities currently available, you may have the opportunity to establish a relationship with that hiring manager to be considered for their next round of hiring. Treat your campus job search as an opportunity to learn more about the various offices on campus and to help you determine where you would ultimately enjoy working.

Questions? Contact The Office of Career Services (RIVC 116), hireut@ut.edu, (813) 253-6236

LOG IN

To access your new **HIRE-UT** account, please follow these instructions

- Go to: <http://www.ut.edu/hireut/> & Click on the link for **HIRE-UT for Students**
- This link will automatically direct you to **HIRE-UT powered by Handshake** where you will need to enter your **Student email** as your user ID and your Spartan domain password
- If it is your first time logging into **HIRE-UT**, please complete your profile. If you have trouble logging into your account, please contact Handshake IT Support at <https://support.joinhandshake.com/hc/en-us/requests/new>.

NAVIGATE

Use the main tool bar on your home page to navigate through all **HIRE-UT** functions

Update your Profile

- Click your name on the tool bar, then select the "My Profile" tab
- Edit your primary education section with your major(s), GPA, and expected graduation date
- Use the "Upload Resume" tool to autofill your profile from your resume
- Add Copies of your resume/cover letter/transcript and more to the "Documents" section
- Approve your document by clicking "Review PDF" then "Approve PDF"
- Be sure to include a short bio and any relevant work samples

Employer Search

- Click the "Jobs" tab then select "Employers"
- Search for employers by name, location, size, type (public, private or government), or industry
- On the employer's page, view any current jobs/ internships posted, upcoming employer events, and on-campus interview opportunities
- Click "Favorite" next to the Employer's name on their profile to receive updates when they post a new job, internship or campus event

Job/Internship search

- Click the "Jobs" tab on the tool bar
- Under "Job Type" select "Job" or "Internship"
- Narrow down the results using filters such as location, major and job function
- Click "Show Advanced Options" for more filters such as remote work and US. Work authorization
- Select "Match All Employer Preferences" to only see positions for which you are fully qualified based on major, GPA, graduation date & work authorization.
- Favorite jobs/internships from the homepage and view those favorites by clicking "My Favorite Jobs"
- Save a job search by selecting "Save these filters"
- Set your default search by clicking "My Saved Filters," then select the four lines by your filter and select "Make Default"

To maximize your job or internship search, be sure to use the following tips when you are logged in to your Handshake account:

Career Fairs & Events

- Click "Events"
- See Career fairs, Resume Days and Workshops hosted by Career Services
- When you have clicked on a career fair, click "View All Employers" to see who will be attending
- Click "View Details" under the employer's name in the list to learn more about the company, job openings and more

On-campus Jobs

- Click the "Jobs" Tab on the tool bar
- Under "Job Type" select "On Campus Student Employment"
- Follow the instructions in the Job description to submit application materials through Workday
- Do not apply for on-campus jobs through Handshake

Appointments

- Click the "Career Center" tab on the main tool bar
- Click "Appointments" then "Schedule a New Appointment"
- Choose Appointment Category and Type
- If you are unable to meet in person, select your preferred method of contact under "Appointment Medium"
- Select desired Appointment date and time

On-Campus Interview

- Click the "Jobs" tab then click "On-Campus Interviews"
- Select the company you are interviewing with
- Most companies allow sign up after a pre-selection process
- You must apply for the open position to be considered for the interview, unless it is an Open Interview Schedule
- If you are selected you will be able to sign up for an interview time