- 1) Have you completed your financial aid?
 - a. Yes? Good.
 - b. No? Please visit the Office of Financial Aid.
- 2) Do you know if you are eligible for work study?
 - a. Yes? Good.
 - b. No? Please ask a financial aid advisor for eligibility information.
- 3) Are you currently employed at Roosevelt University?
 - a. Yes? Good. Make sure your supervisor fills out the PAF and sends it to Aaron Kennedy and/or the office of Human Resources. You <u>cannot</u> work if your supervisor has not filled it out.
 - b. No? Visit our e-recruiting website, http://roosevelt.experience.com, to view and apply for student positions.
- 4) Once I am hired, what are my next steps to in order to begin work?
 - a. If you have an on-campus job and your supervisors turned in the PAF, go to the Office of Human Resources to complete an I-9 and W-4 form.
 - b. If you do not have an on-campus job, visit e-recruiting. <u>ALL</u> on-campus jobs will be posted there. Look at least once a week to see if any new jobs have been posted as jobs will continue to be posted throughout the school year.
- 5) I do not have work study and/or am not able to receive financial aid because I am an international student. Can I still apply for an on-campus job?
 - a. Yes, just make sure you read the job description carefully. If you are still unsure, contact the supervisor listed on the position. If the supervisors contact information is not listed, e-mail career@roosevelt.edu with the job title description and the subject line "On Campus Job Question". Please make sure to add your full name and student ID number to any questions regarding on-campus jobs.
- 6) Who do I contact if I have any follow up questions about on-campus student employment?
 - a. Contact Aaron Kennedy at akennedy@roosevelt.edu
- 7) I was unable to get an on-campus job, what do I do?
 - a. While RU is only responsible for regulating on campus student employment, students who are eligible to work in the United States are encouraged to search e-recruiting for off campus positions.

If you have any questions about e-Recruiting, or you cannot log in, contact Career Development at career@roosevelt.edu with "Student Employment Questions" or "E-recruiting Questions" in the subject line, as well as your full name, student ID number, and Roosevelt e-mail address.

CONTACT AND CONNECT WITH THE OFFICE OF CAREER DEVELOPMENT