**Student Hiring Process**
(Student Perspective, FWS & NON FWS)

- Student uploads resume to Handshake
  - Student searches and applies to jobs on Handshake
    - If hiring department is interested, student is interviewed
      - Hiring department offers job to student
        - Does student accept offer?
          - No
            - Student searches and applies to jobs on Handshake
          - Yes
            - Has student completed New Student Employee Onboarding?
              - No
                - First time new hires must complete Onboarding with Student Employment
              - Yes
                - First time international student new hires must also obtain a Social Security Number (SSN) and work authorization**
                  - Yes
                    - Student receives work authorization email from Student Employment
                      - Student begins working
                    - No
                      - First time new hires must complete Onboarding with Student Employment

**Instructions on how to obtain a Social Security Number will be provided to students at Onboarding. International students must obtain work authorization from the Office of International Programs prior to working and for each semester they are employed.**

- New RU students should be contacted by the Office of Alumni Engagement & Career Development Office near the start of their first semester with login information for their RU Handshake account.
- Jobs at the university’s Cafeteria, Bookstore, and Auditorium Theater are not considered a part of the Student Employment Program, but rather external contract positions with a separate hiring process.

Questions regarding Student Employment and on campus jobs?

Contact us at studentjobs@roosevelt.edu