STUDENT STEPS TO ON-CAMPUS EMPLOYMENT

Step1: Complete your Handshake profile by logging in with your VU login and password at: *vanguard.joinhandshake.com*

Step 2: Review On Campus Positions by doing a search for

» *"Vanguard University – Student Worker On Campus Employment"*

Step 3: Apply online via Handshake for the position(s) you are interested in: upload application, resume and cover letter.

Step 4: After interviewing, if you are offered employment, complete all hiring paperwork:

☐ Fill out a Student Employment Agreement with the hiring department.

☐ Submit New Hire paperwork to Human Resources.

Be prepared to provide original copies of your identification as part of the hiring process.

Step 5: Once you begin working, you will receive payment through the department you are working for, federal work study or a combination of both.

Hiring Tips:

✳ **BEFORE** applying, take advantage of a few of Career Services' **FREE** services:
Resume Reviews
Cover Letter Reviews
Mock Interviews
Schedule your appointment with a Career Advisor via Handshake vanguard.joinhandshake.com.

✳ Introduce yourself to the departments on campus using your **Elevator Speech**.
When doing so, dress professionally and have a copy of your resume ready.
This allows you to make a positive first impression, and informs departments that
you are seeking on-campus employment.

Additional resources to help you prepare can be found at www.vanguard.edu/career