STUDENT STEPS TO ON-CAMPUS EMPLOYMENT

**Step 1:** Complete your Handshake profile by logging in with your VU login and password at: [vanguard.joinhandshake.com](http://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.

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**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](http://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](http://www.vanguard.edu/career)