

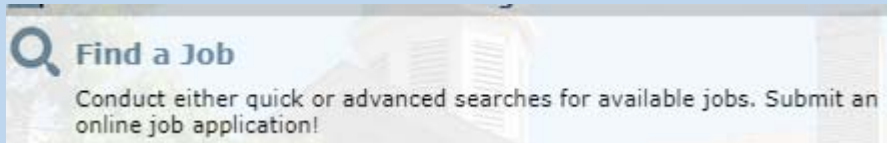


# Work-Study Quick Start Guide

This year, we are proud to offer over 800 different positions covering a variety of areas and requiring a number of different skills. Our jobs range from accounting and program development with the Vice Chancellor to overseeing the 3-D printers and laser cutters in the BeAM Makerspace to assisting with cutting-edge research in medicine, chemistry, and even archeology! Here's how to get started finding the right job for you:

1. Complete FWS Training
  - a. Log into the FWS Training site in Sakai at [sakai.unc.edu/portal/site/d678e51c-b164-4055-ab28-e6a78f6ca53e](https://sakai.unc.edu/portal/site/d678e51c-b164-4055-ab28-e6a78f6ca53e) to complete your FWS Student Training.  
**Note:** You must copy and paste the website link to gain access.
  - b. Review the FWS Training Presentation.
  - c. Complete the FWS Training Quiz with a score of 10/10.
  - d. Save or print a copy of the quiz results page showing your score of 10/10.
  - e. Download, complete, and print or save a copy of the FWS Training Certification Form.

2. Search for The Right Position
  - a. Log in to the [Job X Students page](#).
  - b. On the Students page, use the "Find a Job" link to begin your job search.



- c. Begin looking for jobs that fit your academic plans, professional goals, and/or personal interests. If you need help, use the resources on the left side of the Students page for assistance in finding the right job for you.
3. Complete an Application
  - a. Once you find a job to which you would like to apply, you'll need to answer a series of job-related questions and provide a copy of your résumé & cover letter.
  - b. If you need help with these documents, UCS has a number of [online resources](#).
4. Interview and Receive a Job Offer
  - a. Interested supervisors will contact you to set up an interview.
  - b. If the interview shows that the position is a good fit, you'll receive an official job offer; if you agree to take the job, you will be hired.
5. Complete the On-Boarding Process
  - a. You'll need to provide your new FWS Supervisor with your FWS Training Quiz result and a completed FWS Training Certification Form (from step 1) before you can begin working.
  - b. You'll also need to meet with the Human Resources Officer for the department to complete I-9 Verification and Payroll Enrollment. For these processes you may need to supply your bank account information as well as official documents (e.g. your driver's license, social security card, and passport). Be sure to check on what documents are required so you can bring them to school.
  - c. Beginning August 22<sup>nd</sup>, students who have completed all previous steps and met with their supervisor may begin employment for the 2017-18 academic year.

