

1. Go to the Career Center's website at: careers.ucr.edu and click on **Employer Login**.
2. If you are a first time user – click the **Register and Post Jobs at UCR Only (No Fee)** tab.
If you already have a username and password, LOGIN and skip to #5
3. Complete Employer Registration Process and Job Posting – Click **Submit**.
4. Once your registration and job posting have been successfully submitted you will receive a confirmation email with a **password required for your next login**. Please allow 1-2 business days for approval.
5. In the Username line, enter **your email address**.
6. Enter your **password**
7. Click on the **JOBS** tab
8. Click on **ADD NEW** to create a new position or
 - a. Click the drop-down arrow next to **Copy Existing** to copy a recently posted job description
 - b. Click on **Show Archived** to copy an archived job description (position expired more than 30 days prior)
9. Under **Position Type**, select **Work-Study**. **If you would like to double post your position as work-study and part-time, please create separate posting. Work-study postings must have unique ID #'s.**
10. Enter detailed Job Description including fields for hourly rate, hours per week, and number of positions open.
11. Click **Submit**.
12. Please **do not print the job description until it has been reviewed and approved by the Career Center**, then retain a copy for your files. Once approved, the Career Center will release your job for students to view.
13. To close position, please return to SCOTjobs and change the expiration date to the present day.

Reserved jobs:

If a job is reserved for a specific student, please type "RESERVED for student name" in the JOB TITLE line. **Please do not print the job description until it has been reviewed and you receive an email that it has been approved.** Only the **approved job description** will indicate the job ID # with the proper letter code to check on the Placement Form and put into payroll. Once approved, employers may click into the job description, select the **Preview** tab and print a copy.

UCR Departments:

Complete the employer section of the Placement form and return both the **original**, completed form and job description to the Financial Aid Office **prior to the student's employment start date**. Failure to do so may result in employer paying the total hourly rate. The **approved job description** will indicate the job ID # with the proper letter code to check on the Placement Form and put into payroll.

Off-Campus Employers:

Complete the employer section of the Placement Form and return both the **original**, completed form and job description to the student. Inform the student to make an appointment with the Financial Aid Work-Study unit to receive a **Letter of Clearance**. Advise student to bring both placement form and job description to their appointment. **DO NOT ALLOW** student to work until you receive this letter, failure to do so may result in employer paying the total hourly rate.

Important Information and Dates:

- Students may apply for jobs as early as **Monday, September 7, 2009**.
- Students can not begin work until **Monday, September 21, 2009**.
- The **last** day a student is allowed to work under Work-Study is **Friday, June 11, 2010**.
- Students may work up to 19 hours per week while classes are in session and up to 39 hours per week during any full week when classes are not in session.