



## Five Steps to a Successful Student Employment Job Search

### 1. Set up your HireHendrix account

HireHendrix is the College's online job and internship listings site. **All available work-study jobs will be posted on this site, as well.** Before you can use HireHendrix to search and apply for student worker jobs (or other types of opportunities advertised through the system), you'll need to make sure your account is activated and up-to-date by following these steps:

- **Login to your account at <https://hendrix-csm.symplcity.com/students/> using your Hendrix email address and previously set password.**

**\*\*If you are accessing your account for the first time, or if you've forgotten your password:** Click the orange "Forgot Password" link on the login page and enter your assigned username, which is your Hendrix email address, on the page that opens to have a link for setting your new password emailed to you. Immediately check your Hendrix email account; the password link will expire in 24 hours.\*\*

- **Students are automatically registered for HireHendrix during their freshman year.** If you receive an error message indicating that you've entered an "incorrect username or password" or that there is "no matching username found" when trying to log into the system or get a new password link sent to you using your Hendrix email address, **do NOT click the "Sign Up" button to register for a new account.** First try switching browsers. Some users have reported encountering issues when trying to log into HireHendrix using Internet Explorer, but these issues are usually resolved by trying again using Chrome or Firefox. **Contact [studentemployment@hendrix.edu](mailto:studentemployment@hendrix.edu) if you continue to experience issues logging in after switching browsers.**
- Once you've logged into HireHendrix, click on **My Account** in the vertical menu on the left side of your home page to enter/update your **Personal** and **Academic** information and review the **Privacy** settings.

### 2. Search for campus jobs on HireHendrix

Once your account has been activated and your account information is complete and up-to-date, you're ready to search for campus jobs:

- There are two ways to access a list of available campus jobs. Click on "**Find Student Worker Positions**" in the **Find a Job** section on the right side of your home page, or select "**Find Student Worker Positions**" under **Jobs** in the vertical menu on the left side on your home page. (*Note: Selecting "Discover" from the drop-down menu under Jobs will bring up a page that allows you to search through ALL available opportunities being advertised via HireHendrix, not just campus jobs.*)
- Click on the job title to view the details of the position, including how to apply.
- Click the star next to the job titles of the positions that interest you to add them to your favorites list, which may be accessed from the **Favorite Jobs** section in the upper-right corner of your home page.
- Take note of **application deadlines** and make sure you allow enough time to prepare your documents (see steps for doing this below) and apply for any jobs you are interested in before they expire. Deadlines will vary among job postings. **It is always a good idea to get your application in early.**

### 3. Apply for campus jobs

After you've reviewed the available opportunities and selected a job(s) you'd like to apply for:

- Click on the job title to open the complete job posting.
- **CAREFULLY review any listed requirements associated with the job.** Please pay special attention to:
  - Student Worker Type – **This is very important!** Hendrix has two types of student employment: **Federal Work Study (FWS)** and **Hendrix Work Program**. To determine which type you are eligible for, log into your CampusWeb account and check your Financial Aid Award (under Finances). You will see an award listed for **FWS** if you are qualified for it; otherwise, you are only approved to apply for Hendrix Work Program jobs. (*Note: You may also contact the Financial Aid Office directly at 501-450-1368 or [financial\\_aid@hendrix.edu](mailto:financial_aid@hendrix.edu) to confirm your eligibility.*) **Please do NOT apply for positions listed as “Federal Work Study ONLY” if you are not qualified for FWS.**
  - Qualifications – Some departments require specific qualifications and/or skills (e.g., class level or minimum GPA, completion of certain courses, software proficiency, or special training or certifications). Do not apply for jobs for which you do not meet listed minimum requirements.
  - Approximate Hours Per Week – Think about whether or not your class schedule, study time, and extracurricular activities can accommodate the number of hours you'd be expected to work.
  - Required Work Schedule – Take into consideration any schedule-related needs that are listed, such as working particular timeframes during the week or on weekends, before you apply.
- Locate and click the **Apply** button in the top-right corner to open the job application form. (*Note: Some work-study supervisors will accept applications via a method other than the HireHendrix system, in which case instructions will be provided on a screen that appears after clicking the Apply button instead of the standard job application form appearing.*)

**\*\*The Apply button will not appear until you have uploaded at least your resume into the system.** Instead, you will see the following message in the top-right corner of the job posting: “You do not have any resumes available to submit. Please upload your resumes and try again.” Instructions for uploading your resume and other documents into your HireHendrix account are detailed below.\*\*

- Select your resume and any other documents that are required. These may include a cover letter, unofficial transcript, writing sample, or other document specified by the supervisor, and **they will vary among job postings.** (*Note: Ignore the field for Student Employment Application. This feature is not in use in our system.*) Before preparing and submitting your documents, **make sure you read any supervisor-provided instructions listed at the bottom of the job application form.**

**In order to select documents on the job application form, you will first need to upload them to your HireHendrix account.** To do this:

- Finish and **save the document as a PDF** on your computer. (*Note: While the system allows you to upload documents in other formats, PDF is strongly encouraged because this file type typically best maintains the formatting of your documents.*)
- Select “**Approved**” under **Documents** in the vertical menu on the left side on your home page, then click the **Add New** button.
- **Label your document.** Choose labels carefully so you'll know which file to select on the job application form. For example, if you are applying for multiple work-study jobs, you may be asked to submit a cover letter for each one. This means you'll need to upload both documents (if they are different) and label them appropriately to be able to distinguish between the two on the job application forms (i.e., “John Smith – Cover Letter for Media Center Assistant” and “John Smith – Cover Letter for Multicultural Programming Assistant”).

- **Select the appropriate Document Type. This is important.** What you select here will determine which drop-down list the document appears in for you to choose from on the job application form. For the examples listed directly above, you'd select "Cover Letter". (Note: Never select "Student Employment Application"; this document type is not used in our system.)
- Click the **Choose File** button to locate the file you want to upload from your computer. (Note: The maximum file size is 512KB.)
- Click the **Submit** button.
- You may add a note to the recipient in the **Notes** field on the form, though this is not required.
- Click **Submit**. All applications will be stored in your HireHendrix account and may be accessed by selecting "My Job Applications" under **Jobs** in the vertical menu on the left side on your home page.
- Supervisors will contact you via email or phone if they choose to consider you for their posted positions. **Supervisors are not obligated to contact every applicant who applies.**

#### 4. Complete the appropriate documentation after receiving an offer to work

Once you've gone through any additional steps required of the application process (such as an interview) and have received an offer to work, **go to [www.hendrix.edu/GetCampusJobs](http://www.hendrix.edu/GetCampusJobs) and begin at Step 3. You must complete the necessary documents and return them to the Financial Aid Office (Dawkins Welcome Center, 2<sup>nd</sup> Floor) before you begin working.** Some documents only need to be submitted once while others may need to be submitted each year. Click on the link provided on this website under Step 3 to view a checklist and guide that will help you determine which documents you need to complete and submit in order to begin working. All documents may be downloaded from the [www.hendrix.edu/GetCampusJobs](http://www.hendrix.edu/GetCampusJobs) website. (Note: You may also access this website from your HireHendrix account. Just click on "Details for Getting Hired as a Student Worker" in the Shortcuts section on the right side of your home page.)

Once the Financial Aid Office has received all necessary documentation, you and your supervisor will receive an email authorizing you to begin work. **You cannot begin working until you receive this notification, nor can students begin work prior to the first day of classes: August 27 for the Fall 2019 semester, and January 21 for the Spring 2020 semester.** The Financial Aid Office will create a time card for you, which will appear in your CampusWeb account. **It is your responsibility to track and record all hours you work on your time card as you work them.** You will be paid monthly and must submit your time card for your supervisor's approval by the last business day of each month. If you do not record your hours on your time card during the current pay period, you risk not getting paid for that time.

#### 5. Remember this list of helpful tips and contact information during your search

- Add <https://hendrix-csm.symplicity.com/students/> (the HireHendrix login page for students) and [www.hendrix.edu/GetCampusJobs](http://www.hendrix.edu/GetCampusJobs) (the work-study information page for students) as favorites in your computer's, phone's and/or tablet's browsers. You'll likely reference them often!
- Keep looking! Login to HireHendrix periodically, especially during the first few weeks of each semester, as student worker positions are posted and reopened throughout the entire academic year.
- Contact [studentemployment@hendrix.edu](mailto:studentemployment@hendrix.edu) if you have any questions or run into any problems during this process that aren't addressed on this sheet or online.
- If you have trouble securing an on-campus student worker position, consider searching for part-time jobs in the Conway community. Local recruiters will advertise their opportunities on the HireHendrix system. Contact Tricia Burris in the Office of Career Services at 501-450-1373 or [burris@hendrix.edu](mailto:burris@hendrix.edu) for assistance with your part-time job search.