

# Students! Employment/Student Applications

## Steps and Tips when Applying for Student Employment

1. During the academic year a TCNJ student must be a matriculated, part-time (undergraduate 2 units; graduate students 3 credits) or full time status student. During the summer months a candidate can apply for positions provided they are a student. There is no credit requirement during the summer months.
2. Students have your Student ID ready (Found in PAWS at the top of the screen...ID), and apply to 10-20 positions.
3. Go to the Career Center website , [www.tcnj.edu/career](http://www.tcnj.edu/career) lower left side bar select student log in under student employment system
4. Once in the system, select student
5. Select Find A Job
6. Read the On Campus Employment Statement, select agree
7. You will see positions, select positions
8. Select the job title of interest, and select the words, apply for a job
9. Your email will be validated
10. You will be asked to complete contact info screens: FN, LN, email, major. There will be a question to answer
11. You have an option to add a resume, not necessary, Select Next, Application is completes, Congratulations

## What Happens Next

1. The position is posted for 5 working days
2. Those students with FWS Awards are given priority to interview during the academic year
3. Employers review candidates' applications and contact you for an interview
4. Be sure to respond to all employer emails and phone messages promptly
5. Often the employer waits until your return to campus to interview and connect.

## After the Interview

1. Employer will select you as a potential hire through the electronic system
2. Before your first day, you need to complete the I9
3. The I9 is a required document from the federal government. To complete this document you will need to come to the Career Center, Roscoe West 102 with original non expired documentation such as a passport, Driver's License or Social Security Card. Document options for the I9 is found on the website.....
4. Please note the W-2 is an additional document but filed electronically through YESS (it can found on the TCNJ home Page)

5. In addition take advantage of Direct Deposit...assist us with our paperless initiatives!

### First Week of Work

1. Review work hour schedule
2. Absentee policies
3. Office Dress and Demeanor
4. You can expect to be trained on resources, services and mechanics of the position
5. Because of the content you will be working with a confidentiality statement may be required.
6. Paper timesheets will need to be completed. This year we are transitioning to Electronic Timesheets you will be notified by payroll when this occurs.(Completed by students first)

Questions???? Contact The Career Center Roscoe West 102  
609.771.211 [career@tcnj.edu](mailto:career@tcnj.edu)