HOW TO GET A JOB ON CAMPUS

1. **Receive Federal Work Study Funds In Your FAFSA**
   - Not sure if you were awarded FWS funds? check MyUSM Campus Portal or contact **USM Financial Services**
   - Being Awarded FWS does not guarantee you a work-study job
   - These funds are **earned through hours at your work study job**
   - Start by searching for a work-study job on USM Career Connections
   - If you are not awarded FWS Funds in your FAFSA, you can still search for department-funded jobs.

2. **Find and Apply for Jobs**
   - Log in to MyCampusPortal  [https://mycampus.maine.edu](https://mycampus.maine.edu)
   - Click on Job Board icon

3. **Search For Positions**
   - Click on Jobs on the left side list, then Choose Federal Work-Study jobs and/or USM Department-Funded jobs in your search filter
   - Read the job requirements and follow application process

4. **Submit Application Materials**
   - Resume and Coverletter might be required (depending on department)

5. **Wait To Hear From The Employer**
   - Follow up with the department if you don’t hear back after submitting your application
   - If you are invited for an interview, get help preparing for it on the Career & Employment Hub website  [https://usm.maine.edu/career-and-employment-hub/interview](https://usm.maine.edu/career-and-employment-hub/interview)
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6. Congratulations, You got The Job!
   - When you get notified that you have been chosen for the position, ask for the contact information of your supervisor
   - Schedule time to visit supervisor to complete new hire paperwork (this needs to be completed before you begin working)

7. New Hire Paperwork on Employee Self—Service
   - HR Individual Data Sheet
   - I-9 Form & Instructions
   - W-4 Federal
   - Authorization for Direct Deposit on Employee Self Service
     https://mycampus.maine.edu/Employee Self-Service
   - W-4 State
   - Confidentiality Form
   - Work Authorization Form

8. Remember To Bring Identification With You
   - Bring unexpired ID documents that prove work eligibility and identity for the New Hiring Paperwork

9. Remember To Discuss With Your Supervisor
   - Your work study schedule
   - Your starting date
   - Your tasks or projects
   - Your class schedule and availability

10. This Is A Real Job!
   - Go to UMS academy and do the mandatory student training track during working hours
      https://sites.google.com/a/maine.edu/ums-academy/
   - You will record your work hours each week using MaineStreet. Late time submission means late pay checks
   - For Payroll questions and late payments, please contact Payroll Services at (207) 581-9104 or email payroll@maine.edu.
   - For Financial Services questions and eligibility, please contact Financial Services at usm.finaid@maine.edu.