

How to Obtain a Student Job:

A Step-by-Step Guide for First Year Students

Step 1: Apply for Jobs

- Go to JobX: vassar.edu/jobx (Select Students > Find a Job)
- Register and begin job search
 - Start by applying for as many jobs as you are interested in. Refer to the JobX [Student User Guide](#) for detailed instructions.
 - New Jobs are posted daily so check back regularly.
 - You may not receive a response to your applications right away.
 - There are plenty of jobs to go around. Continue to actively apply, even throughout the first few weeks of the semester if necessary. Don't get discouraged!
- If you are selected for a position, the supervisor of that job will notify you via email or phone.
 - If you receive multiple job offers, or decide you no longer want a position, please notify the respective supervisor immediately so that they can find a replacement.

Step 2: Complete Required Employment Paperwork

- Once you receive a job offer, you will need to complete an I-9 before you can begin working. An I-9 form is a federal document that verifies a person's eligibility to legally work in the U.S. To complete your I-9, stop by the Student Employment Office (SEO) during our office hours (MWF 1-4pm). **The I-9 requires specific forms of ID (more than a driver's license). See page 3 of the form for a list of acceptable documents and bring your documents with you to the SEO to complete your I-9.** If you do not have original documents, you must have them sent overnight from home. No copies/scanned/faxed/cell phone photos of documents will be accepted!



- After the SEO reviews your I-9, they will give you a 'hiring permission form'. You must return this form to your supervisor so that they can officially hire you through the JobX system.



- Once hired, please allow 24 hours for your [Workday](#) access to be granted. If your start date is in the future, you will not have access to Workday until that date. Locate your Inbox (click the cloud located in the upper right corner) of the page and complete all onboarding requests:
 - Complete W-4 federal tax withholding form and state tax forms in Workday
 - Verify that your social security number (SSN) is correct. Click on the "Personal Information" worklet. (Select About Me > Personal Tab > IDs Tab. If there is an error, notify stuemp@vassar.edu immediately.

Step 3: Enroll in Direct Deposit

Make life easier! Have your paycheck automatically deposited into your bank account, even when you leave for break.

To enroll: Follow these [instructions](#).

Note: Direct Deposit takes one-two full pay cycle(s) to go into effect, so your first paycheck will be a paper check sent to your Vassar mailbox.

The Student Employment Office offices.vassar.edu/student-employment/

Our Location: The SEO is located within Human Resources in Baldwin House, 3rd Floor.

Questions: Find answers to [FAQs](#)

Contact us: stuemp@vassar.edu