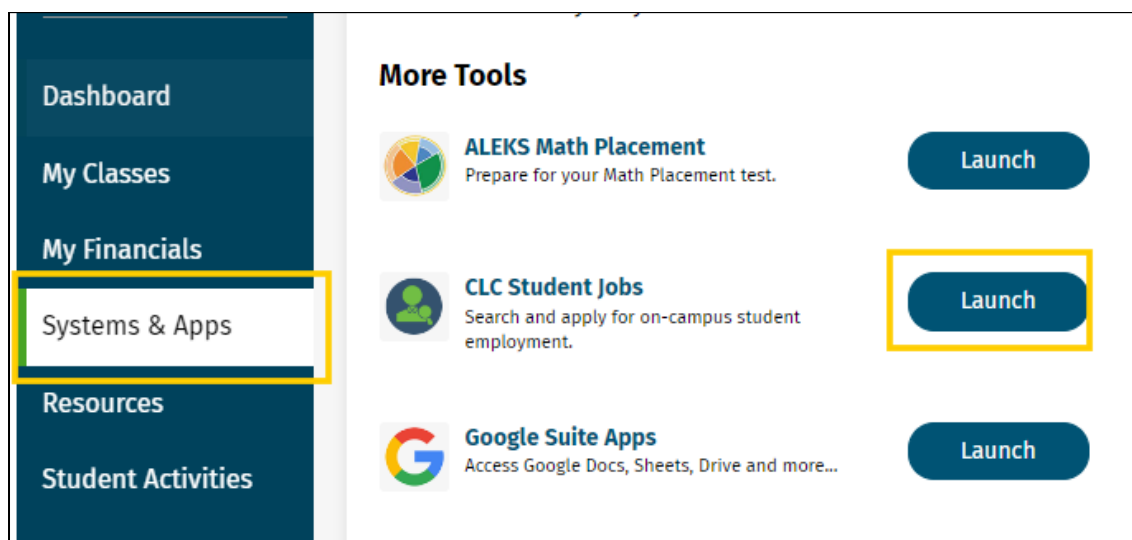


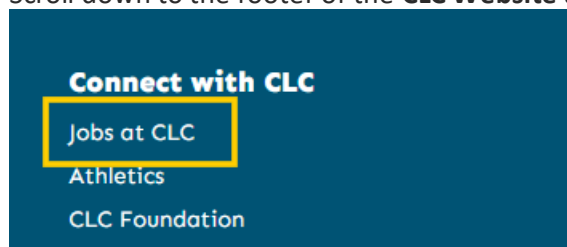
<b>Job Aid Title</b>	Job Application (Students)
<b>Content Area</b>	HR (Human Resources) - Recruiting
<b>Process Purpose and Overview</b>	This job aid will show how to <b>apply for a student job</b> .
<b>Roles and Responsibilities</b>	<b>Student Employees:</b> Prospective Student Employees can independently navigate the functions and steps outlined in this job aid as needed.
<b>Additional Resources</b>	<b>Student Portal Link:</b> <a href="https://stuportal.clcillinois.edu">https://stuportal.clcillinois.edu</a>

## Job Application

1. Access jobs link through one of these options:
  - a. **Student Portal** – Click on **Systems & Apps** menu and select the **CLC Student Jobs** link



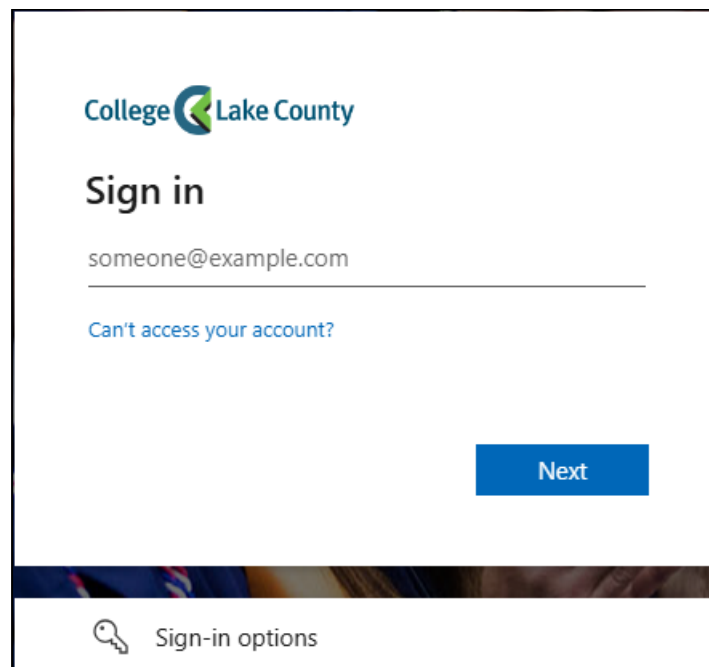
- b. **CLC Website**
  - i. Scroll down to the footer of the **CLC Website** and click on the **Jobs at CLC** link



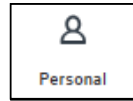
- ii. Scroll down to the **Student** card and click on **Explore Student Jobs** link



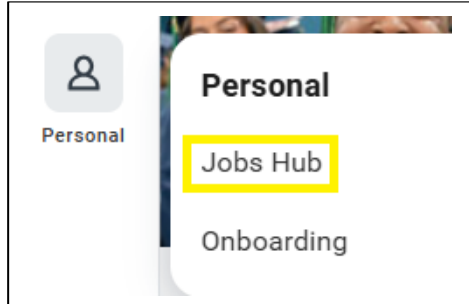
- 2. This will open the Workday sign in page. Log in using your **Student Email ID** and **password**..



3. In the list of icons on the left side of the dashboard, hover your cursor over the



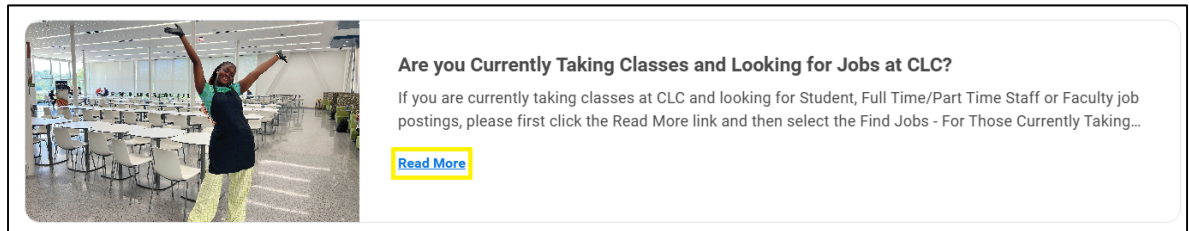
icon and select **Jobs Hub**



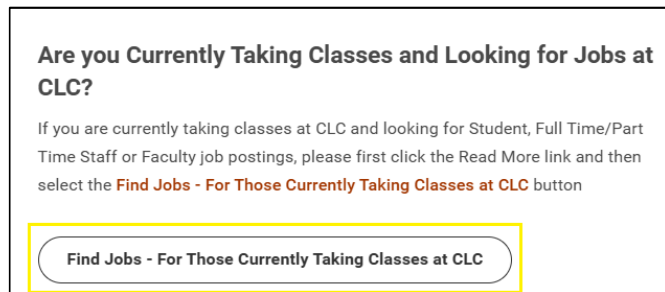
*Note: Do NOT select the Find Jobs button under the greeting. This leads to the CLC Staff & Faculty job portal.*



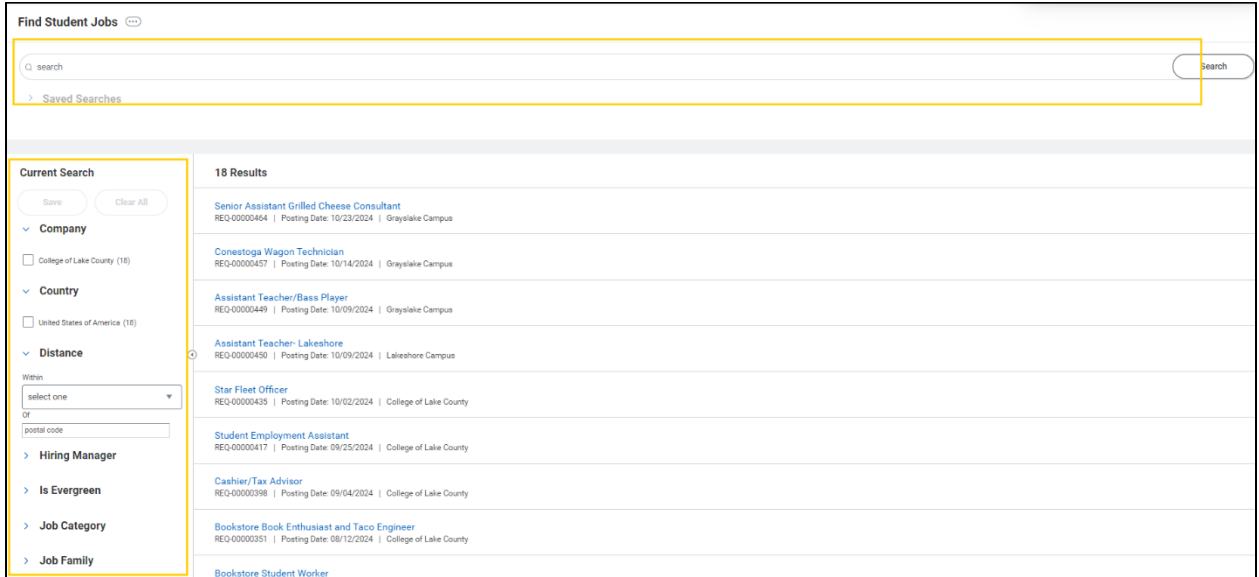
4. To search for currently posted jobs, click on the **Read More** link in the **Are you Currently Taking Classes and Looking for Jobs at CLC** card at the top of the page.



5. Click **Find Jobs** button



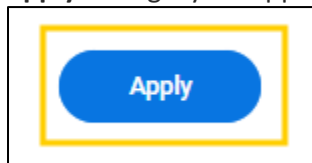
6. Use the search bar at the top of the screen to search OR use the search facets on the left-hand side of the screen to narrow your search.



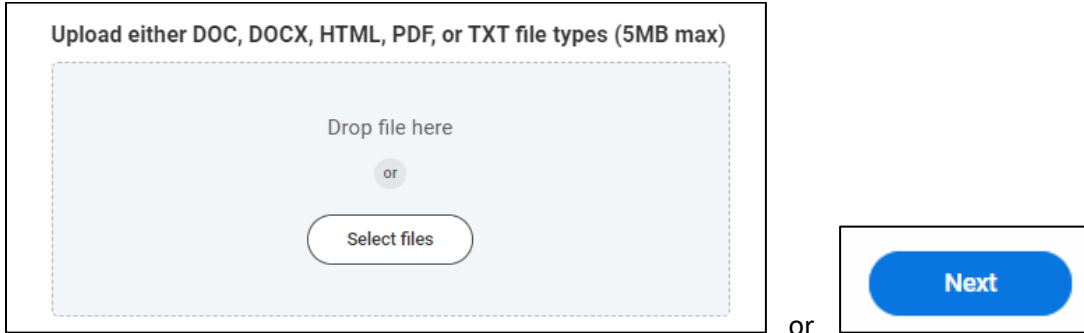
7. Using **Job Family** filter on the left-hand side of the screen, select **Student Worker** to narrow your search



8. Once you have found a job you are interested in, click on the job title to open the job posting.
9. After reviewing the job description, if you feel that you would be a good fit for the position, click **Apply** to begin your application.



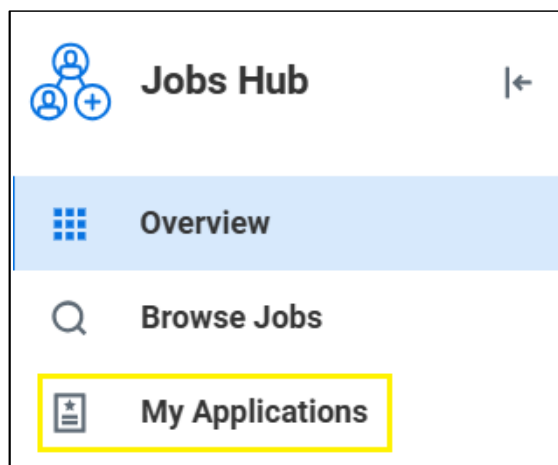
10. **Upload** your resume to be parsed for a quicker application experience OR click **Next** to fill out the application manually.



11. If you uploaded a resume, please carefully review the information on the resume to verify it was uploaded accurately. If you did not upload a resume, please fill out all fields within the application.
12. Click **Next** to advance through the application filling out the required fields that are noted with a **red asterisk \***. You will be required to upload a copy of both your **class schedule** AND your **availability schedule**.
13. On the last screen review what you have entered on your application and click **submit**. You will not be able to make changes to your application after hitting submit.

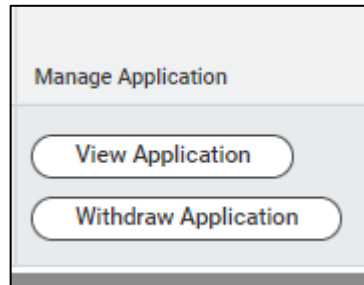


14. The hiring manager will be notified of your submission, and you will be contacted if a review of your qualifications results in a decision to pursue your candidacy.
15. To track the progress of your application, from the **Jobs Hub** dashboard, click **MY Applications**.



If you need to **Withdraw** your application for any reason, choose the **Withdraw Application** option that can be found within the **Jobs Hub** application on the homepage by moving the scroll bar all the way to the right.

**Note: If you withdraw your application, you will not be able to reapply.**



## Reminders and Tips

- Initial review of your application may take up to two weeks.
- Make sure that your work availability aligns with the position. Most jobs are during the college's regular business hours (M-F, 8-4:30).
- Students who have good availability are more likely to be interviewed. If you are not in class or taking care of a family member, you should be available.
- **Student employment is very competitive.** Make sure that your resume looks good and that you are putting your best foot forward in your application. Students with resumes that are poorly formatted, disorganized, or that contain misspellings/grammatical errors are unlikely to be hired.
- The Career and Job Placement Center offers free resume help and interviewing practice. You can schedule an appointment for these services via LancerJobLink or Navigate. Both are conveniently located in the student portal.