ON CAMPUS STUDENT EMPLOYMENT NEW HIRE INFORMATION

This information sheet explains the necessary steps Butler students must complete in order to work on campus. On the next page Butler students will find a guide on how to search and apply for on campus positions.

What do I as a Butler student need to do if I have never worked on campus?
If you have never held a job on campus, you are considered a “New Hire”. You will need to complete some additional paperwork before you may begin working in any on campus position.

New Hire Paperwork Packet includes:
- Policy Acknowledgement Form for Butler
- I-9
- Original non-expired identification documents (Passport, ID, Social Security Card and/or Birth Certificate)
  - These identification documents MUST be the originals and physically presented (no copies or photos will be accepted)
- Federal Tax Forms (W4)
- State Tax Forms (WH4)

These documents need to be completed and returned to the Career and Professional Success office (new Lacy Building, first floor, RM 102) to the Student Employment Coordinator for review.
- Butler students are encouraged to consult their parents/guardians or the Student Employment Coordinator when completing all necessary federal and state tax paperwork.

*Note: Positions with Starbucks, the Dining Halls, the Bookstore (Follett), Scotty’s Dawghouse and some positions with BuffaloCody (Butler Telefund) are not considered Butler Student On Campus Employment.

Additional resources and FAQs for student employees can be found on our website: On Campus Employment (https://www.butler.edu/ics/students-alumni/on-campus-employment)

Career and Professional Success (CAPS) Office
4600 Avenue, Indianapolis, IN 46208
P 317.940.9383 | Fax 317.940.6443 | career@butler.edu | www.butler.edu/career
BUTLER UNIVERSITY STUDENT EMPLOYMENT GUIDE TO HANDSHAKE

This guide is an easy instruction sheet to find part-time on campus employment opportunities and Federal Work Study Community Service positions posted on the Butler University’s career management system called **Handshake**. On the next page Butler students will find information on necessary steps to complete in order to work on campus.

LOGGING INTO HANDSHAKE

- Open a browser to butler.joinhandshake.com/login (Google Chrome is recommended).
- Log into your account.
- Username your Butler account name (ex. tsmith).
- Password: your password used for all Butler accounts (ex. BUmail, my.butler).
- You may update your profile with changes on a regular basis.

UPDATING YOUR PROFILE

- Log into your account.
- Select Profile in the upper left hand corner.
- Upload your resume; if you don’t have one, fill in each section manually.
- Keep information as updated as possible.

SEARCHING FOR STUDENT EMPLOYMENT POSITIONS

- Log into your account.
- Click on ‘Jobs’ on the navigation bar on the top.
- Filter your search by selecting ‘On Campus Student Employment’.
  - You can use a variety of other filters to expand your search such as ‘Part Time’ or ‘Internship’ as employers can categorize their job openings differently.
  - You can also use the search box and use key words or employer names to look for postings (i.e. Work Study, Student Assistant, HRC, etc.)
- The list of available positions will be shown, alphabetized by job name.
- Click on the individual job titles in blue font to view job descriptions.
- You may use the back arrow on your browser anytime to view and apply for additional positions.
- If you decide to apply for a position, click the Apply button in the upper right-hand corner to submit an application. Some employers may divert you to an external site to apply, or others may request you email them your documents directly. Please read the instructions carefully!

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