



Georgetown University Student Employment Office

HoyaWorks Frequently Asked Questions

Georgetown University Student Employment Office
3520 Prospect Street, NW | Car Barn, Suite 304 | Washington, DC 20057
Phone: (202) 687-4187 | Fax: (202) 784-4877 | finseo@georgetown.edu

What is HoyaWorks? How do I log in?

HoyaWorks is the Student Employment Office's managed job board. Many on-campus and some off-campus employers with job openings will come to HoyaWorks as their main way to recruit part-time student workers who will be paid an hourly wage. An employer will post an opening on our website, and then any Georgetown student with a NetID and password can search through and apply to the listed jobs.

Students will be able to access HoyaWorks as soon as they have a university-issued NetID and password. You can log into HoyaWorks by going to <https://seo.georgetown.edu>, selecting "Georgetown Students," and selecting "Find a Job." At that screen, you will be prompted to enter your NetID and password.

How do I search for jobs?

Every job posted on HoyaWorks can be found and applied for on the "Find a Job" page.

- ✓ Choose funding source(s)
 - This is where you can indicate whether or not you are looking for a Federal Work Study job. Your selection here will determine which jobs display in your search results.
 - *On-Campus Non-Work Study*: departments within the university that are looking to hire students regardless of FWS Award status
 - *On-Campus Work Study*: departments within the university that are looking to hire students who have FWS Awards
 - *Off-Campus Work Study*: non-profit organizations in the area that have signed an agreement with Georgetown and are able to hire students with Federal Work Study awards
 - *Off-Campus Private Sector*: non-affiliated private companies and persons in the Washington, D.C. area who have contacted our office and are looking to hire students
- ✓ Perform a Quick Search
 - The Quick Search tab loads by default, allowing you to find jobs by using from the most frequently run searches. To run a Quick Search, simply click on the name of the search. The results page will load.
 - Current Quick Searches include: Show All Active Jobs, Most Hours per Week, 25 Most Recently Posted Jobs, Fewest Hours per Week, Most Openings, Summer Jobs, Spot Jobs, and Babysitting.
- ✓ Perform an Advanced Search
 - The Advanced Search allows you to find jobs that fit specific search criteria. To run an Advanced Search, click on the Advanced Search button. Then, you can search by keyword, job category, employer, time frame, wage, and hours per week. Once you have defined your criteria, click the Search button.
 - Advanced Search returns results based on the logic of AND between different search criteria and OR within a single search criterion. For example, if you select the categories "Tutor" and "Driver" and the time frame "Summer," then your results will be jobs that are for the Summer AND have the category of Tutor OR Driver.

How do I search for jobs? (continued)

✓ View job descriptions

- After you have performed a search, you will see a list of jobs. Click on the magnifying glass to view the job's details in a small pop-up window, or click on the job title to view the job's details in a new tab.
- Here, you will find the job description, job requirements, number of available openings, hourly rate, time frame, contact information, and work location.

How do I apply for jobs?

For many on-campus jobs, you can apply directly through our website. Other jobs, including some skilled on-campus jobs and all off-campus jobs, must be applied for by contacting the employer directly.

✓ Apply through HoyaWorks: Applying to one job at a time

- If an employer uses an online application, you will see checkbox next to the job title. You can limit your search results to only include jobs that accept online applications through HoyaWorks. At the top of the page under "Instructions," see point #4 for the link to view only jobs that accept online applications.
- To apply for a single job, click the checkbox next to that job and then select "Apply for selected jobs."
- Questions that require an answer are starred with a red asterisk. Typically, these are the questions about your contact information. However, each employer can customize their own application – they may ask about your availability or your skills relating to the position. Complete all required questions and click "Submit."
 - You may have an option to include a resume as an attachment. You are strongly encouraged to submit a resume! Many employers use this as a first way to screen candidates.
 - Be sure to correctly input your Georgetown ID (the nine-digit number on your GOCARD starting with an 8). Employers need this information – it is an important part of the application process.
- Once you click "Submit," the employer will receive an automated email informing him/her of your application. Employers receive many applications, so please do not expect an immediate reply. The employer will most likely contact you by email at your Georgetown email address.

✓ Apply through HoyaWorks: multiple jobs

- **New!** You can now apply to multiple jobs at once by selecting multiple checkboxes and then clicking "Apply for selected jobs." The information that you provide here (e.g., contact information, answers to application questions, and resume) will be sent to all of the jobs you have selected.
 - If an employer has customized their job application, their questions will appear at the bottom of the screen. It will appear as though those answers will be sent to all employers. However, your answers will be sent only to the employer that selected those questions.
 - Don't overuse this new feature: while some jobs are similar, many will look more favorably upon applicants who put special time and effort into submitting an application. If a question asks you to explain why you are a good fit for the position, your answer should be different for every position that you apply to!

✓ Contact the employer directly

- Read the job description and job requirements to see how the employer would like to be contacted. They may request that you call or email with certain application materials.

While jobs are available on our website year-round, most jobs are posted in advance of the beginning of the semester. For example, many Fall semester jobs are posted in mid-August, Spring semester jobs are posted in early December, and Summer jobs are posted in late April.

How do I view my application history?

The newest version of our site now features an employee dashboard including a record of your applications – allowing you to more easily identify the jobs you have applied for and follow up with employers. You can also withdraw applications that you had previously submitted – just in case.

✓ View application history

- **New!** You can view job applications that you have previously submitted by navigating to My Dashboard. The link for My Dashboard is located on the Student home page. If you are already logged into HoyaWorks, then there is another link to My Dashboard on the left-hand side of the screen.
- Here, you will be able to view old applications, see the date on which you submitted an application, and find employer contact information – all good information to have if you want to follow up!
- Jobs applied for through Hoyaworks will appear on this dashboard. However, once the employer takes the job down from our website, the job information will no longer be available to you. This signifies that the opening has been filled by another applicant.

✓ Withdraw applications

- **New!** You can withdraw an application at any time by finding the application in My Dashboard and clicking “Withdraw.” If you choose to do so, you will have the opportunity to notify the employer and indicate your reason for withdrawal.
- You may want to use this feature if you made a mistake on your original application, or if you found a great job and are no longer interested in other positions.

What is JobMail? How do I sign up?

JobMail is a system that notifies you by email when jobs of interest are posted. It is a good resource to use, especially if you are searching for open positions and want to stay updated on new job opportunities. You can indicate the types of jobs that interest you on My Dashboard.

✓ Add a new subscription:

- Click on “Add New Subscription” next to the job type (On-Campus or Off-Campus) for which you want to receive JobMail. Then, click the “View/Modify” link next to the search criterion that you want to use to limit your job search. Click “Add” next to the desired attributes. When you have finished, click “Done.”
- After you click “Done,” be sure to click “Save Subscription(s).”
 - You should select only the criteria that you want to use to *narrow* your job search. In other words, if you are interested in any type of summer job, do not select any items for Employer, Category, or Funding Source. Only select “Summer” for Time Frame.
 - JobMail will return results based on the logic of AND between different search criteria and OR within a search criterion, similar to the Advanced Search logic described above.

What if I need help or have questions about HoyaWorks?

The Student Employment Office is here to help you! If you have questions about how best to use HoyaWorks, you can email finseo@georgetown.edu or call (202) 687-4187. You can also stop by the office; we are located at Car Barn 304, and we are open from 9am to 5pm, Monday through Friday.

If you’re having technical issues logging into HoyaWorks, please visit our [Troubleshooting Log-In Errors](#) page. If the issue persists, contact the University Information Services (UIS) Helpdesk at help@georgetown.edu or (202) 687-4577.