Quick Guide to

STUDENT EMPLOYMENT

How to Find a Job...

For ON/OFF campus, PAID, part-time jobs:

1. Search on HOYAWORKS!: seo.georgetown.edu
2. Click on Georgetown Students, then "Find A Job"
3. Log in with NetID & password

Applying for a Job...

1. Apply through Hoyaworks! Have a current RESUME prepared!
2. Apply for multiple positions.
3. Go on an Interview!
4. Once hired, your hiring department will determine your start date & submit hiring paperwork to SEO for approval.

***Are you under 18? You must obtain a Work Permit before you start employment. Go to seo.georgetown.edu for instructions on how to obtain a work permit.***

Once hired in (GMS), you must...

1. Complete I-9 within the first 3 days of your start date.
   * Section 1 to be complete in GMS
   * Section 2 Visit I-9 Office Website for Remote I-9 Instructions.
   
ID's are required
2. Complete Federal (W4) and State Tax Forms in GMS
3. Complete all other on-boarding tasks in GMS, including signing up for Direct Deposit.
4. Submit your hours in GMS weekly, to be paid bi-weekly.