

# STUDENT EMPLOYMENT

## How to Find a Job...



STEP  
1

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

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

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## Applying for a Job...



STEP  
2

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](http://seo.georgetown.edu) for instructions on how to obtain a work permit. \*\*\*

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



STEP  
3

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.