

## **How to Make the Most of the Student Job Fair & Documents Required for Student Employment**

"Come as you are" to the fair to discuss employment options but **bring your class schedule and available work hours**. The University is excited to have you consider campus employment. Research shows that students who are connected to campus are more successful and more likely to continue enrollment. Many first-year students choose student employment as their "[Pick One](#)" option.

**Student employment promotes a connection to campus along with the other benefits listed below.**

- Flexible work hours – Campus employers understand that your first priority is to be a student and will be as flexible as possible with you regarding time off for tests, students groups, etc.
- Convenient locations – You can work near your classes or residence hall
- Valuable work/life skills – You can develop relationships with employers who will mentor your development and serve as future job references
- Competitive wages – State of Iowa hourly minimum wage is \$7.25. The average hourly wage on campus is over \$8.00 based on duties and skills.

If you are applying for Work-Study jobs, you should bring verification of your Work-Study eligibility to the Job Fair. You can access this information on ISIS (<http://isis.uiowa.edu>) under "Student Records" and "Financial Aid" and "Award Summary". Make sure you select the Fall 2009 session. If you have a resume, you should bring this to share with employers. As you will be completing applications at the fair, you should remember to **bring the names, telephone numbers and email addresses for individuals you will list on applications as personal or employment references**. Most employers will request references on the applications.

In addition, please be aware that if you are a new hire to the University you will need to complete the Form I-9 with your employer within 3 days of the initiation of employment. Acceptable documents include a U.S. Passport OR a picture ID (UI ID card or driver's license) AND original birth certificate OR social security card. Occasionally, students do not have these documents readily available to them so this information is being provided to you to insure that you bring the required documents with you to Iowa City.

If you are hired for an on-campus job or an off-campus Work-Study job, you will be paid biweekly by the University Payroll Office. Payment is directly deposited in any bank account in the United States. The direct deposit form is available on ISIS (<http://isis.uiowa.edu>) under "Student Records" and "HR Self Service & Earnings Statement". In addition, your work hours will be entered on line via the same path listed above. Additional information on the On-Line Time Reporting system can be assessed at [www.uiowa.edu/financial-aid/employment/students/paymentsystem](http://www.uiowa.edu/financial-aid/employment/students/paymentsystem).

**The following information is important to students who want to work at the University of Iowa Hospitals and Clinics (UIHC).**

Prior to starting employment at UIHC, applicants must have an acceptable outcome of a background/credential check, as well as completion of a health screening and initial TB test.

UIHC utilizes a two-step TB screening process. The first TB test may be done outside of UIHC, provided the University Employee Health Clinic (UEHC) has written documentation this test was completed within the 12 months preceding your employment date. With this verification you can immediately initiate the second test at UEHC. Otherwise you need to have both steps administered at UEHC. The first test must be completed before you can begin employment (orientation) and the second test must be completed as soon as possible after starting employment, but no later than seven (7) days following your employment date. Additional health screening is also required following employment. No patient care duties are permitted until both TB tests are complete. Please direct any questions to the Hospital Human Resources assistance line @ 356-2444.