



## How to

# Apply for Campus Jobs

### Logging Into HIRE-UT

- Click on the HIRE-UT link.
- Your username is your UT email address (ex. [sspartan@ut.edu](mailto:sspartan@ut.edu)). Your password is your student ID number.

### Update Your Profile

- Complete your entire profile.
- Click **Save**.

### Create Your UT Student Employment Application and Upload

- Click on the Documents tab in the gray toolbar.
- Click on Other Documents
- Click on the View Sample Documents link.
- Click on the Stu Emp Application link. It will open in MS Word.
- Complete the document and save it to your computer.
- Click on the Documents tab in the gray toolbar again.
- Click on Upload Document. Upload as a RESUME.

### Searching for and Applying to a Campus Job

- Click on Home in the gray toolbar.
- In the On-Click Searches box on the middle right side of the page, click on On-Campus UT Part-time Jobs link.
- Review the campus jobs by clicking on the name of the job.
- If you wish to apply, click on the apply button at the bottom of the job posting.
- Submit your Application form.
- ***NOTE: Some campus jobs are ONLY available for students who received Federal Work Study in their Financial Aid package. Check your Financial Aid package if you are unsure. This requirement is strictly enforced.***

If you have questions about campus jobs, contact Financial Aid ([finaid@ut.edu](mailto:finaid@ut.edu)).

If you have a problem logging into HIRE-UT, contact Career Services ([hireut@ut.edu](mailto:hireut@ut.edu)).