

## Conducting Your On-Campus Job Search

Your first step in searching for an on-campus job should be to apply through Workday. If you are not familiar with how to access Workday, visit <https://utampa.wd1.myworkdayjobs.com/Student/>.

Because student employment is competitive, we encourage you to approach your on-campus job search in a professional manner. In addition to applying for available job opportunities posted on Workday, here are some extra tips:

### **KNOW**

Know your Financial Aid Status. *Are you considered Student Employment or Federal Work Study?* When in doubt, check with Financial Aid. (813-253-6219 or [finaid@ut.edu](mailto:finaid@ut.edu))

### **RESEARCH**

Do your research as to what offices on campus hire many student employees. Examples include: Dining Services, Admissions, Media Services, Computer Labs, Library, Office of Student Leadership and Engagement, and Campus Recreation.

### **NETWORK**

Ask your classmates, friends, professors, admissions counselors, Resident Assistants, etc. if they know of any offices on campus that are currently hiring students. Let them know that you are looking and to keep you in mind if they hear of any openings.

### **ENGAGE**

Send your resume to various on-campus offices to inquire about their hiring needs. Be sure to include in your email why you would be a good fit for the job, not why the job would be a good fit for you. If you need assistance with your resume, please use the Career Services Resume Writing Guide or visit the Office of Career Services during drop-in hours (Mon – Fri; 2-4) for a resume critique. [www.ut.edu/career](http://www.ut.edu/career)

### **FOLLOW UP**

If you do not hear back, it can be helpful to send a follow-up email to the individuals to whom you sent your resume. Please keep in mind that following up too aggressively can become a barrier to reaching your goal of getting an on-campus job.

### **CREATE RELATIONSHIPS**

If the office does not have opportunities currently available, you may have the opportunity to establish a relationship with that hiring manager to be considered for their next round of hiring. Treat your on-campus job search as an opportunity to learn more about the various offices on-campus and to help you determine where you would ultimately enjoy working.

If you have any additional questions, please contact The Office of Career Services, [hireut@ut.edu](mailto:hireut@ut.edu) or by phone at (813) 253-6236.