



Brandeis University

Office of Student Financial Services

Steps to Student Employment at Brandeis University:

1) Complete the FORM I-9 with Student Financial Services.

This form must be completed **BEFORE** you start working.

- Requires you to show us original documents which prove your identity and eligibility to work.
- Read the second page of the form for a list of acceptable documents Original copy of a federal ID will be required.
- Complete, sign, and date Section I only, and turn it in to the office of Student Financial Services with your identification.
- You only need to complete this form once during your time at Brandeis.

2) Receive a BLUE EMPLOYMENT ELIGIBILITY CARD

- Will be provided once you complete the I-9.
- You will need to show this card to your employer when applying for every job at Brandeis University.
- Keep this card for the duration of your time at Brandeis.

3) Apply for Jobs Online at <http://careers.brandeis.edu/studentjobs>

- If this is your first time visiting the site you must register by clicking [Register Here](#) **Student Job Opportunities**

Students must create a username and password.
UNet Credentials do not allow for access to apply for student job opportunities.
All job openings are listed below. You may apply to any of the job openings listed or enter a keyword and click search to narrow the job openings displayed.

[Register Here](#)

Basic Job Search	Login
Keywords: <input type="text"/>	User Name: <input type="text"/>
Posted: <input type="text" value="Last Month"/>	Password: <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Advanced Search"/>	<input type="button" value="Login"/> <input type="button" value="Forgot Password"/> <input type="button" value="Register Now"/>

- Enter a username and password and click Register (for continuity, we recommend registering with our unet ID and password).
- You will be brought back to the window containing the job openings. Please click on the title of the job to view the job description.
- If you meet the required criteria, you can apply for the job by clicking the **Apply Now** button. You will be prompted to upload a resume, enter biographical information, answer two questions, and agree to the terms.
- As a returning user you will have the option of uploading a new resume or using the one you previously uploaded. You will not have to provide the biographical information after you first register.
- Once you have applied for a job, you will get an acknowledgement email. If the supervisor finds that you are eligible for the position then they will contact you for an interview.

4) Sign up for Direct Deposit

Once you have been hired into a job you will receive an email telling you to log onto pay.brandeis.edu to complete:

- A **DIRECT DEPOSIT FORM**, have your checking account information ready. Direct Deposit is the preferred method of payment for all employees.
- A **W-4 FORM**,
 - i. Establishes how much money to take out of your check for Federal taxes.

