Student Employment Checklist

- Eligible students must be registered for at least 6 credits per term.

- **Under 18?** Complete a Parent/School Authorization Form and return to careerservices@clark.edu. Students attending classes at their high school are required to complete the School Authorization section prior to submitting for processing. *Students who are under 18 that have not had their forms processed will not be able to access the quiz.*

- Complete the **Student Employment Quiz**: MyClark@Clark → Paying for College → Student Employment. Earn a passing score of 70% to access the job board.

- Write down the **job codes** you wish to receive a referral for (Ex: IH0105B, WSS185B).

- We recommend you send a word document copy of your resume to CareerServices@Clark.edu for review. If you do not have access to the Microsoft Word app, sign into Office 365 using your student login information to access Microsoft Word online.
  - Do you need help building a resume? Email careerservices@clark.edu for support.

- **You may request up to two referrals per day:**
  - For job numbers that begin with IH, email Career Services at careerservices@clark.edu.
  - For job numbers that begin with WS, email Financial Aid at wsjobs@clark.edu.

- Once you receive your referral through email, **contact the supervisor listed to schedule a Zoom or phone interview**.
  - Do you need help with your interviewing skills? Contact careerservices@clark.edu for support.

- If you are offered the position, sign and date the referral and email it to Human Resources at hr@clark.edu. (Returning WS students should submit referral to Financial Aid at wsjobs@clark.edu).

- Human Resources will alert you of your next steps in the process.

- Questions? Check out our FAQ’s page for further information.