

Hiring Process for getting a job on-campus

1

Look for an On-campus job

Job announcements are posted on Compass or on flyers throughout campus. You can also reach out to your school's main office and other campus offices about any job opportunities they may have open.

2

Get Hired and Submit Paperwork

Apply to positions, interview, and once hired you will need to complete the student portion of the Student Status Advise to start the hiring process which can be found on the Student Employment website.

3

Submit Additional Hiring Paperwork

Students are then asked to submit additional hiring paperwork (I-9 form, W-4 form, DE-4, Direct Deposit forms, and Identification documents required for the I-9) to the Student Employment office (F201) who will process the paperwork once received.

*Students who have already worked at Cal Arts previously will have their hiring paperwork saved but may be asked to submit updated documents.

4

Get Approved

Once the hiring paperwork is submitted you must wait for the paperwork to be approved for the position. Do not start working until you receive a confirmation email stating your eligible to begin working

5

Begin Working

Once approved and you receive a confirmation email then schedule a start date with your supervisor to begin working. You are not legally allowed to begin working until the position is processed

**IF YOU HAVE QUESTIONS OR CONCERNS PLEASE
EMAIL STUDENTEMPLOYMENT@CALARTS.EDU**