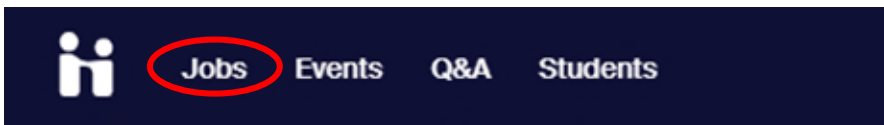


SUMMER 2023 VITERBO STUDENT EMPLOYMENT APPLICATION INSTRUCTIONS

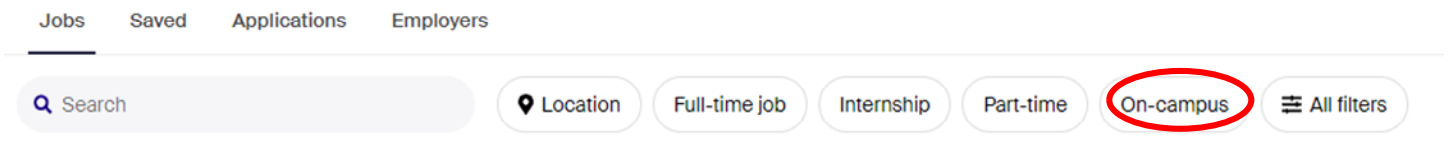
1. Go to <http://www.viterbo.edu/career-services/handshake> and click on the Handshake logo at the top of the page. 

2. Log into Handshake using your Viterbo email and password. If you are new to Handshake, the system will prompt you to fill out your profile. A video explaining this process is on the career services Handshake page under the *Students* section, called “Sign in for the First Time.”

3. Once you are logged in, click on “Jobs” in the top left menu.



4. Choose “On-campus” from the menu next to the search bar in the Jobs tab.



5. Review summer on-campus positions and apply for those that interest you by following the application instructions in Handshake. You may not apply for positions marked Work Study Eligible Only.
6. When hired, your supervisor will complete the bottom portion of the application form and will return the signed form to the Financial Aid Office. Electronic signatures are acceptable.

NOTE: Supervisors can email completed form to financialaid@viterbo.edu

Summer 2023
Viterbo Student Employment Application

Student Section

Name: _____

Street Address: _____

Phone Number: _____ **Email Address:** _____

Academic Major: _____ **Expected Grad Date:** _____

Number of Hours per Week you are available to work: _____

Are you available to work May – August? Yes No

If “No”, what are available dates? _____

Have you had Summer Employment or Federal Work-Study before? Yes No

If “Yes”, in what departments? _____

My electronic signature below certifies that I will be a continuing Viterbo student or will be a new student in the Fall of 2023. I understand that because Summer Employment is funded by the University and not Federal dollars, completion of an application does not guarantee a job; and hiring will be done by individual supervisors based on interviews and available hours.

Student Signature: _____ **Date:** _____

Supervisor Section

Name: _____ **Department:** _____

Number of hours per week above student is hired for: _____

Work Date Range: _____

My electronic signature below certifies I have been in contact with the above student and have agreed upon the weekly hours and work range listed.

Signature of Supervisor: _____ **Date:** _____