Step-by-Step

Work Study

\*No students should start working until all paperwork is turned into Human Resource.

Step One - Application

1. For Step One go to [careers.hfcc.edu](https://careers.hfcc.edu/)
2. Click Student login under the HFC Handshake section.
3. Log in or sign up on Handshake. Login info is the same as your self-service.
4. Click jobs and select on-campus filter.
5. Select a job posting and click apply.
6. Download the on-campus application, enable editing, fill out the application, then upload the file to Handshake and click submit application.

\*If you do not fill out the application correctly or skip sections, Employers may skip your application.

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Step Two - Interview

1. After you fill out and upload your application keep an eye out for a call or email about an interview.
2. After the interview is set and need some help with the interview, [click here for tips](file:///C:\Users\HFCUser\OneDrive%20-%20Henry%20Ford%20College\Desktop\20%20Job%20Interview%20Success%20Tips.docx).

Step Three - Paperwork

1. First step is the [Hiring Form](file:///C:\Users\HFCUser\OneDrive%20-%20Henry%20Ford%20College\Desktop\Employer%20Hiring%20Form%202021.docx), the employer will fill this out and you will bring it to the Career Services Office.
2. Watch the New Hire Video.
3. Take the [Quiz](file:///C:\Users\HFCUser\OneDrive%20-%20Henry%20Ford%20College\Desktop\New%20student%20worker%20QUIZ%202021.docx).
4. Check for email from neoed.gov and fill out attached onboarding paperwork.
5. Go to campus safety for student worker ID.

If you need assistance, contact the Career Services Office at 313-845-9618 or by email at [careers@hfcc.edu](mailto:careers@hfcc.edu).