International Student Guide for Employment - Center for Academic Achievement

***(Some procedures may have changed. Please contact the department you will be working for directly if you have any questions about the hiring process)***

1. **Student completes the interest form on Center for Academic Achievement web page**

<https://www.fgcu.edu/academics/caa/>

**Fill out on Student Leader Interest Form at the bottom of the page:**

[**https://www.fgcu.edu/academics/caa/studentemployment**](https://www.fgcu.edu/academics/caa/studentemployment)

**Apply for a student worker position through the Workday employment website.**

**The link can be found on the** [**FGCU Employment Opportunities webpage**](https://www.fgcu.edu/hr/jobs-at-fgcu)

1. **Let your Supervisor know you have applied.**
2. Contact the Global Engagement office and let them know that you have been offered a job on campus and they will help guide you with making an appointment to apply for a social security card
3. **Check your Candidate Portal for ‘Offer Letter’ to accept.**

<https://fgcu.wd5.myworkdayjobs.com/en-US/eaglejobs/jobs> **career portal**

then in upper right corner ‘*Sign In*’ using the login credentials you used to apply to work at FGCU.

1. **Make an appointment with the Global Engagement Office to pick up your letter to take to Social Security**
2. **Accept your Job Offer in Workday**

Login into Workday at <https://www.fgcu.edu/workday/>

1. **Upon Accepting Offer,** the **Background Check from HireRight is generated** and sent to your Email (same one you applied with). Please open this email and complete the required information. Check Spam if necessary.

Once Background is complete, you will receive an email to **‘Claim your Account’** for Employee Email and Password**,** then **Access** Workday(fgcu.edu/workday) **to complete Tasks (**Refer to the “[Onboarding](https://www.fgcu.edu/workday/files/jobaids/Onboarding-Employment-Candidate.pdf)” for assistance)**.**

1. **Bring all I-9 Identification** to FGCU Human Resources (see #3 Above or confirm items to bring to Human Resources) as soon as you have completed your Background Check, no appointment necessary.
   * Passport & Visa
   * I-20
   * I-94
   * Social Security Card (See # 3 above)
   * **Human Resources (HR) Location:** South Village Modular 1 on the south end of campus behind the South Village residence halls. Open 8am-5pm every day.
2. **Human Resources must inform you and your supervisor that you are cleared to work.** Only when this clearance is given will you be allowed to attending trainings and meetings.