

How to Search for a Student Employee

The Student Employment Office has created [Generic Handshake Job Postings](#), which are recommended to expedite the search process. These job postings were created, since the duties performed by most student employees are very similar and consist of routine support job duties. The generic job postings are based on job descriptions that are generic in nature and will facilitate the recruitment process of students seeking employment. Any supervisor with access to Handshake can automatically access the postings and review the list of applicants who have expressed interest in a student employment position.

In addition to searching for student employees using these generic postings, a hiring official can also use the database to search for students within Handshake. Supervisors can utilize the filters to search by either major, unique experience, award type or by name. The steps to search for an applicant by name, specific information or searching using the generic job postings are below.

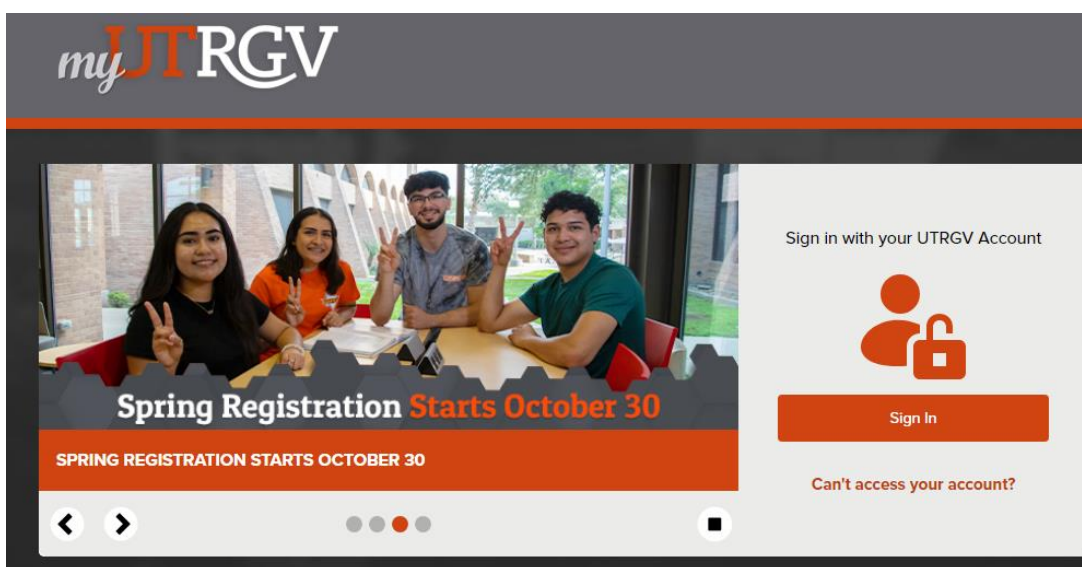
Tip: A job posting created by the department is supported only for positions that require unique job duties, where the department requires the student to have certain job skills/educational background which are vital to fulfill the position and is unable to find a student in Handshake that matches these requirements.

Log into Handshake

There are two ways for logging into Handshake:

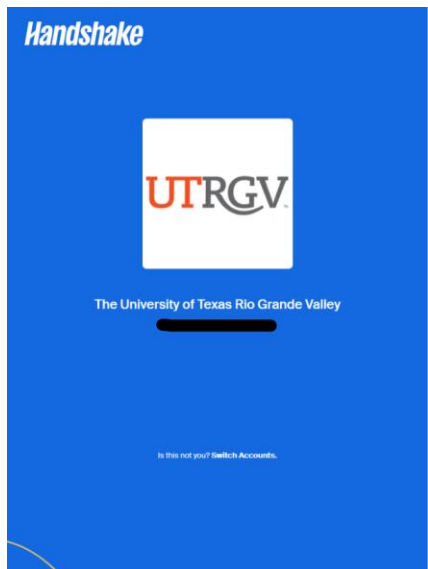
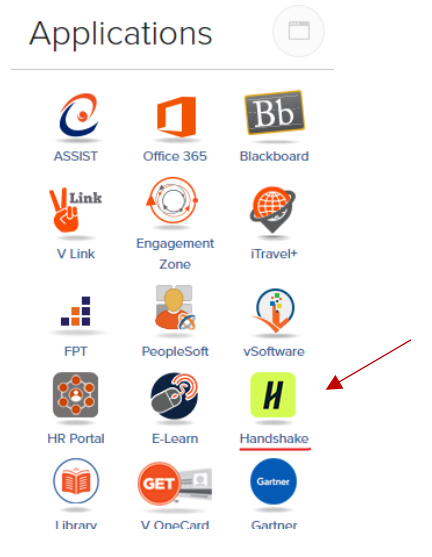
1. Single Sign-On <https://my.utrgv.edu/> link
2. Directly sign in through the Handshake link <https://utrgv.joinhandshake.com/>

For Single Sign-On, login to <https://my.utrgv.edu/home> click on “**Sign In**” then enter your UTRGV credentials (username/password) and Sign In.



Under **Applications**, click on the **Handshake** icon.

Tip: Google Chrome is the preferred browser for the Handshake platform.



Hello!

Click below to sign in to your account

The University of Texas Rio Grande Valley
Sign On >

Or log in using your Handshake credentials

Searching for a Student by Name

From the Homepage, click on “Talent”.

The screenshot shows the homepage navigation menu on the left, with "Talent" highlighted in a red box. The main content area features three blue buttons: "Post a Job", "Request an Interview", and "Create an Event". Below these are three panels: "Jobs" (listing five approved positions), "Interviews" (listing one pending interview), and "Upcoming Events" (displaying a message about RSVPs). At the bottom, there is a section for "Upcoming Career Fairs" listing the "Fall 2023 Graduate and Professional School Fair".

Under “All Filter”, the student name can be searched. In the school search field, select “The University of Texas Rio Grande Valley”.

The screenshot displays the "Talent" search interface. At the top, there are filter buttons for "Skills", "Major group", "School", "School year", and "All filters" (highlighted in a red box). A "Save search" button is also present. Below the filters, it indicates "Showing 1-100 of 4,863,116" results. The main area shows a list of student profiles, each with a checkbox, a profile picture, and details about their education and skills. On the right side, there is a sidebar with search filters for "Education" (Major group, Major keywords, School, School year, Graduation date, GPA) and "Profile attributes" (Keyword search). The "School" and "Keyword search" fields are highlighted with red boxes.

Searching for a Student Using Other Search Fields

The following filters can be used for searching a student employee:

- Major group
- School
- School Year
- Graduation Date
- GPA

Tip: All these filters are optional but are beneficial if you are looking for a specific criteria. “The University of Texas Rio Grande Valley” must be selected.

The screenshot shows a search filter interface with the following sections:

- Filters** (with 'Reset all' and 'Apply filters' buttons)
- Experience** section with a 'Skills' search field.
- Education** section with a 'Major group' search field (highlighted with a red box).
- Major keywords** section with an 'Add' field.
- School** section with a search field (highlighted with a red box).
- School year** section with a search field (highlighted with a red box).
- Graduation date** section with 'Earliest' and 'Latest' date pickers.
- GPA** section with 'From...' and 'To...' pickers (both highlighted with red boxes).

Below the GPA pickers, there are two notes: "GPA must be between 0.0 - 5.0" repeated twice.

As seen in the figure below, click on the drop-down menu in the **School Year** field to select a classification. *For example, Junior.*

This screenshot shows the search filter interface with the 'School year' dropdown menu open. The 'Junior' option is highlighted with a red box. The visible options in the dropdown are:

- Freshman
- Sophomore
- Junior
- Senior
- Masters

To search by a major, search for example, Biology on the **Major Keyword** field. This will populate a diversity of students, based on the major selected.

The screenshot shows a filter panel titled "Filters" with a close button (X) and two buttons: "Reset all" and "Apply filters". The "Education" section is expanded, showing a "Major group" search field with a magnifying glass icon and a tag for "Molecular Biology". Below this is the "Major keywords" section, which is highlighted with a red box. It contains a search field with the text "biology" and the instruction "Hit enter to add". Other sections include "School" with a search field and a tag for "The University of Texas Rio Grande Valley", "School year" with a search field and a tag for "Junior", and "Graduation date".

To select a Graduation Date, click on the **Earliest** and **Latest** date fields, and to select the GPA, click on **From** and **To** and enter the GPA range.

*Tip: This section is optional. For results, the **Graduation date** and **School year** have to match.*

This screenshot shows a portion of the filter panel, specifically the "School" and "School year" sections, and the "Graduation date" and "GPA" sections, which are highlighted with a red box. The "School" section has a search field and a tag for "The University of Texas Rio Grande Valley". The "School year" section has a search field and a tag for "Junior". The "Graduation date" section has two input fields labeled "Earliest" and "Latest", both with the placeholder "YYYY-MM-DD". Below this is the "GPA" section, which has two input fields labeled "From..." and "To...", both with the placeholder "0.0". Below the "From..." field is the text "GPA must be between 0.0 - 5.0".

After completing the filters of choosing specific qualities the student should have click on **“Apply Filters”** in the top right corner of the box.

X **Filters**

Reset all

Apply filters

Sending a Message to a Student

To contact a student, click on the “**Message**” icon.

Talent

Skills ▾ Major group (1) ▾ School (1) ▾ School year (2) ▾ All filters

Showing 1-72 of 72

Active this week
Bachelors in Biology
Education: The University of Texas Rio Grande Valley, Senior
Skills: Leadership, Laboratory Skills, Organization Skills +8 more

View Profile **Message**

When sending a message, enter a subject and the message. The student will then receive the email from Handshake.

Send to [Redacted]

Send to [Redacted] x

Subject [Redacted] from The University Of Texas Rio Grande Valley sent you a message

You have 0 messages left. Upgrade to reach more candidates. [Learn more →](#)

Message [Add template](#) [Create template](#)

Heading 1 ▾ B I U A [Color] [Background Color] [List] [List] [List] [Link] [Image] [Code] Insert variable ▾

Cancel [Include...](#) **Preview message**

Searching for a Student who expressed interest by applying for a Generic Posting

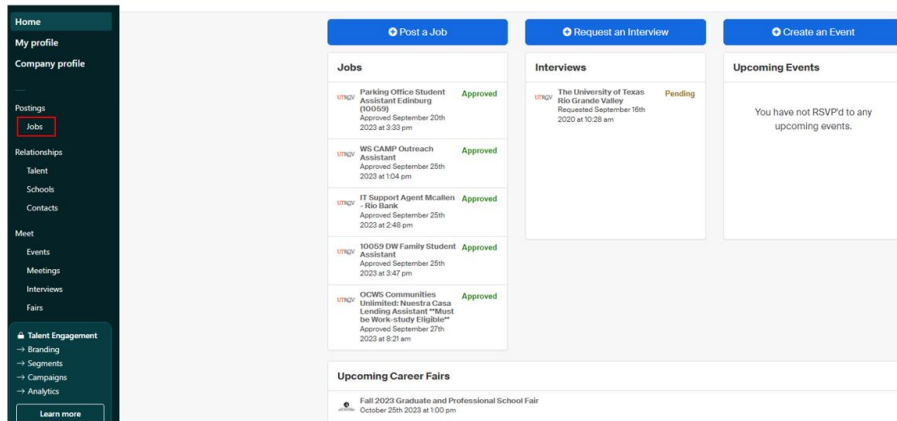
Handshake contains postings that allow students to express interest in generic positions, which may create opportunities in multiple departments. Every hiring official on campus has the ability to review the applications in these pools. Based on the tasks the student would be expected to perform, you may choose applications from different postings.

For example, if you are looking for someone to perform office duties, search for the **Student Assistant** posting.

Tip: If a job is marked as Work Study (WS), only students who are eligible will be able to view and apply for the position.

Searching for a qualified student

From the Homepage, click on “Jobs” to search for the Generic Postings.



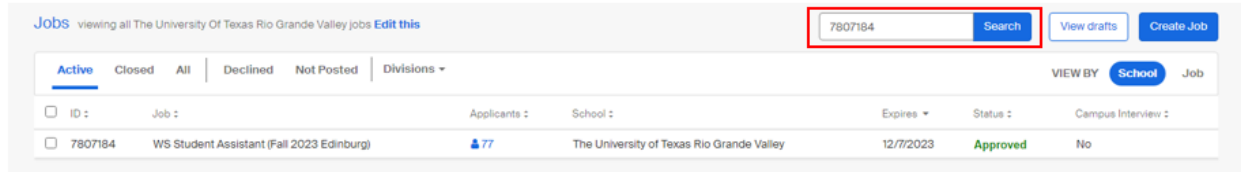
List of general postings

Jobs							viewing all The University Of Texas Rio Grande Valley jobs	Edit this		
							Type to search...	Search	View drafts	Create Job
Active	Closed	All	Declined	Not Posted	(1) Divisions	VIEW BY: School Job				
ID	Job	Applicants	School	Expires	Status	Campus Interview				
<input type="checkbox"/>	7807088 WS Student Academic Tutor (Fall 2023 Brownsville)	9	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807476 WS Undergraduate Research Assistant (Fall 2023 Brownsville)	20	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807524 WS Graduate Student Assistant (Fall 2023 Edinburg)	6	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7806882 DW Student Project Associate (Fall 2023 Edinburg)	190	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7806851 DW Student Academic Assistant (Fall 2023 Brownsville)	196	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807057 WS Student Academic Tutor (Fall 2023 Edinburg)	6	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807504 WS Undergraduate Research Assistant (Fall 2023 Edinburg)	26	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807151 WS Student Academic Assistant (Fall 2023 Brownsville)	26	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807110 WS Student Academic Assistant (Fall 2023 Edinburg)	36	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7806820 DW Student Academic Assistant (Fall 2023 Edinburg)	377	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7806654 DW Student Assistant (Fall 2023 Edinburg)	612	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807198 WS Student Assistant (Fall 2023 Brownsville)	31	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807184 WS Student Assistant (Fall 2023 Edinburg)	75	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807307 DW Undergraduate Research Assistant (Fall 2023 Brownsville)	204	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807549 WS Graduate Student Assistant (Fall 2023 Brownsville)	7	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7806867 DW Student Academic Tutor (Fall 2023 Brownsville)	103	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807222 WS Student Project Associate (Fall 2023 Edinburg)	11	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7806492 DW Student Academic Tutor (Fall 2023 Edinburg)	170	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807044 DW Student Project Associate (Fall 2023 Brownsville)	125	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7806588 DW Student Assistant (Fall 2023 Brownsville)	288	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807240 WS Student Project Associate (Fall 2023 Brownsville)	18	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				
<input type="checkbox"/>	7807259 DW Undergraduate Research Assistant (Fall 2023 Edinburg)	139	The University of Texas Rio Grande Valley	12/7/2023	Approved	No				

1st Option for finding a general job posting:

In the **Search field** (red box) enter one of the following:

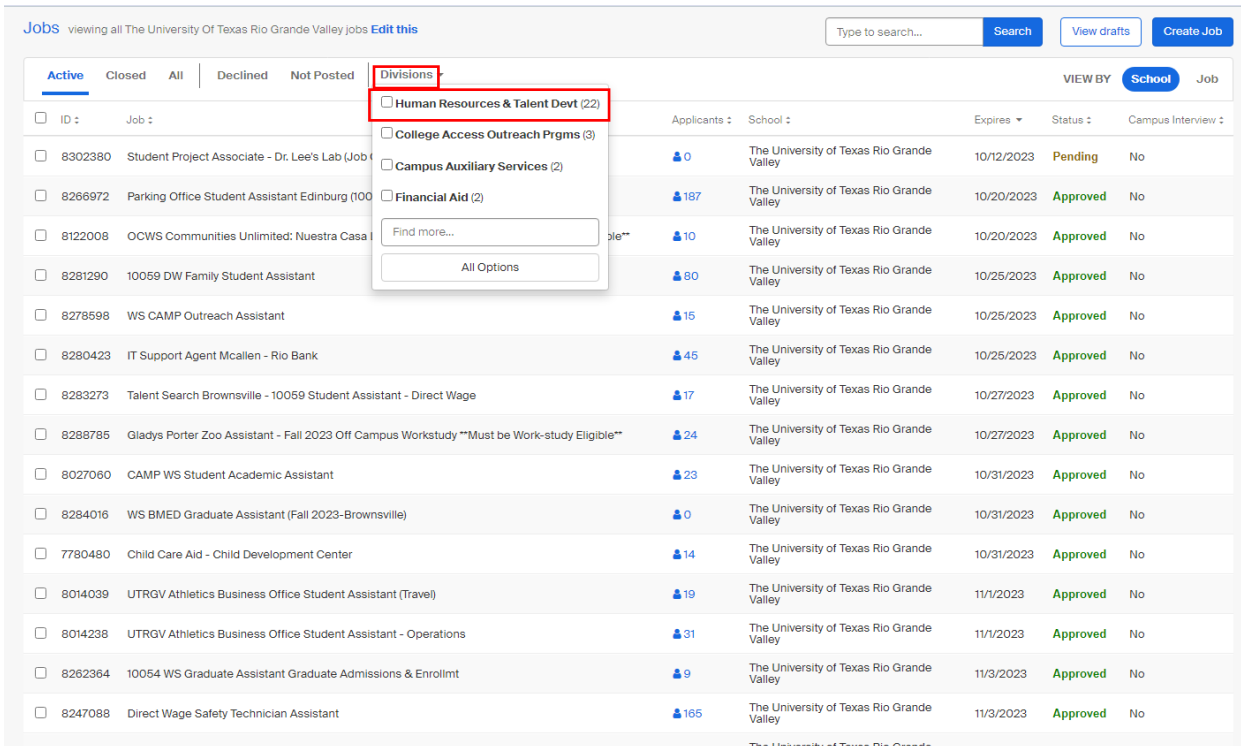
- Job ID# (if known)
- DW or WS
- Job Title (*Student Assistant, Student Academic Assistant*)



2nd Option for finding a general job posting:

Click on “Divisions”, find and select “Human Resources and Talent Development”. This will generate the generic job postings created by the Student Employment Office (SEO).

Tip: The general job postings will have either the fiscal year or term name in the job posting title. Make sure to select the one that corresponds to the correct term you are hiring for as seen below.



To view the list of applicants for a particular posting, you can either click on the number (in blue) under Applicants.

1st Option of reviewing students.

ID	Job	Applicants	School	Expires	Status	Campus Interview
<input type="checkbox"/>	7806551 DW Student Academic Assistant (Fall 2023 Brownsville)	199	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7806520 DW Student Academic Assistant (Fall 2023 Edinburg)	388	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7806367 DW Student Academic Tutor (Fall 2023 Brownsville)	103	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7806492 DW Student Academic Tutor (Fall 2023 Edinburg)	174	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7806588 DW Student Assistant (Fall 2023 Brownsville)	289	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7806654 DW Student Assistant (Fall 2023 Edinburg)	619	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7807044 DW Student Project Associate (Fall 2023 Brownsville)	128	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7806682 DW Student Project Associate (Fall 2023 Edinburg)	194	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7807307 DW Undergraduate Research Assistant (Fall 2023 Brownsville)	208	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7807259 DW Undergraduate Research Assistant (Fall 2023 Edinburg)	142	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7807549 WS Graduate Student Assistant (Fall 2023 Brownsville)	8	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7807524 WS Graduate Student Assistant (Fall 2023 Edinburg)	6	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7807151 WS Student Academic Assistant (Fall 2023 Brownsville)	27	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7807110 WS Student Academic Assistant (Fall 2023 Edinburg)	39	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7807088 WS Student Academic Tutor (Fall 2023 Brownsville)	9	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7807057 WS Student Academic Tutor (Fall 2023 Edinburg)	7	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input type="checkbox"/>	7807198 WS Student Assistant (Fall 2023 Brownsville)	32	The University of Texas Rio Grande Valley	12/7/2023	Approved	No

Applicants can also be accessed by selecting the Job Title under **Job** or on the Job ID# under **ID#**. Then click on the applicants tab.

← Jobs ⋮

WS Graduate Student Assistant (Fall 2023 Edinburg)

Job #7807524 • Created 4/25/2023 by [REDACTED] • Closes 12/7/2023

Overview Schools Matches **Applicants (6)** Job details

Search ↑

6 Applicants Download all ▾

View only those who match my qualifications for

Graduation Date / School Years GPA Majors Work Authorization ⓘ Select All

Engagement ⓘ ↑

Invited to apply to this job

Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input type="checkbox"/> [REDACTED]	The University of Texas Rio Grande Valley	Pending	Yes	1 of 1 ✓	10/11/23	⌵
<input type="checkbox"/> [REDACTED]	The University of Texas Rio Grande Valley	Pending	Yes	1 of 1 ✓	10/1/23	⌵

Status ↑

Reviewed (4)

Pending (2)

Reviewing Applicants:

Reviewing one-by-one. Click on the name of the student to view applicant information. To see their schedule or resume, click on the “document button”.

The screenshot shows an applicant review interface. On the left, there are filters for Search, Engagement, and Status. The main area displays a table of 6 applicants. The first applicant, Alejandra, is highlighted with a red box around her name and a document icon in the Date column. Below the table, there are two buttons: 'Send a Message' and 'View & Add Notes'.

Name	School	Status	Work Study Eligible?	Qualifications	Date
Alejandra	The University of Texas Rio Grande Valley	Pending	Yes	1 of 1	10/11/23
[Redacted]	The University of Texas Rio Grande Valley	Pending	Yes	1 of 1	10/1/23

Tip: Clicking directly on an applicant's name will bring up a snapshot view of their profile, allowing you to view details about their education, skills, and experience. You may also leave notes for the applicant on the last tab.

Figure 1: Profile Tab

The screenshot shows a student profile tab. The header includes the student's name and a blue background with icons. Below the header, there are sections for Education, Work Experience, and Personal Information. The Education section shows 'The University of Texas Rio Grande Valley' with a 'Primary Education' tag. The Work Experience section shows 'Legal assistant' at 'Hidalgo County of Texas'. The Personal Information section shows 'Pronouns' as 'She/her'. At the bottom, there are two buttons: 'Send a Message' and 'View & Add Notes'.

Figure 2: Notes Tab

The University of Texas Rio Grande Valley
Sophomore
Graduates May 2025

Social Work
School of Social Work

Education

The University of Texas Rio Grande Valley Primary Education
School of Social Work
Ending May 2025
Major In Social Work

Work Experience

Legal assistant
Hidalgo County of Texas

Courses

Personal Information

Pronouns ⓘ
She/her

Actions

Replies are unlimited
Since you've been in touch before, new messages to this student won't affect your company's 100 message limit.

Send a Message

View & Add Notes

Notes

Notes are private and will not be seen by anyone except you and your staff. If you select 'Personal Note' the note will only be visible to you. To mention a co-worker, type '+' and their email address.

Note

Add a Note...

Attachment

Choose File No file chosen

Share with Staff Add Note

Reminder

Set a Reminder...

You have no notes yet, Handshake easily lets you take notes on people, jobs, employers, or other items of interest in order to remember important things.

Reviewing Using Download all feature:

Applicants can be reviewed by clicking on the student's name, either one-by-one, or by viewing all applicants at once. The Download Applicant Data feature allows you to view all the applicants or specific ones you select in an exported excel spreadsheet for easy screening of major, GPA and other information. To view all in a spreadsheet, click on **“Download Applicant Data (CSV)”**. The **“Download Application Packages (PDF)”** will allow you to extract selected applicant's resume, cover letter, and other attached documents in one packet.

Tip: The download will be sent via email and/or downloaded automatically to the computer.

Overview Schools Matches Applicants (6) Job details

Search

Type a keyword

6 Applicants

View only those who match my qualifications for

Graduation Date / School Years GPA Majors Work Authorization ⓘ Select All

Download all

Download applicant data (CSV)

Download application packages (PDF)

Example of the “Download Applicant Data (CSV)”:

This option for viewing applicants provides you with a quick glance of information such as Student’s Name, Major, Graduation Date, etc.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Applicant ID	Application Status	Student Name	Student FI	Student Li	Student Ei	Fully Qual	Student Sr	Student School	Student Primary College	Student Majors				
1E+08	2023-07-03	reviewed	#####	████████████████████	████████████████████	TRUE	Masters	The University of Texas	College of Health Professions	#####	Clinical Rehab Counseling			
1E+08	2023-08-16	reviewed	#####	████████████████████	████████████████████	TRUE	Junior	The University of Texas	College of Engineering & Computer Science	#####	Mechanical Engineering			
1E+08	2023-09-01	reviewed	#####	████████████████████	████████████████████	TRUE	Masters	The University of Texas	College of Engineering & Computer Science	#####	Computer Science			
1E+08	2023-09-04	reviewed	#####	████████████████████	████████████████████	TRUE	Junior	The University of Texas	College of Engineering & Computer Science	#####	Civil Engineering			
1E+08	2023-10-02	pending	#####	████████████████████	████████████████████	TRUE	Sophomore	The University of Texas	College of Health Professions	#####	Integrated Health Sciences			
1E+08	2023-10-11	reviewed	#####	████████████████████	████████████████████	TRUE	Sophomore	The University of Texas	School of Social Work	#####	Social Work			

Reviewing Applicants using “Download Applicant Data (CSV)” or the “Download Applicant Packages (PDF)” feature:

Tip: If you click on **download all**, this will download all of the applicants without the need to individually select them. If you prefer to select certain applicants individually, click on the little box next to the student’s name, then click on **Download Applicant Packages**.

6 Applicants

View only those who match my qualifications for

- Graduation Date / School Years
- GPA
- Majors
- Work Authorization ⓘ [Select All](#)

Download all ▾

Download applicant data (CSV)

Download application packages (PDF)

Name	School	Status	Work Study Eligible?	Qualifications	Date
<input type="checkbox"/> ██████████	The University of Texas Rio Grande Valley	Reviewed	Yes	1 of 1 ✓	10/11/23
<input type="checkbox"/> ██████████	The University of Texas Rio Grande Valley	Pending	Yes	1 of 1 ✓	10/1/23

After clicking on the “Download All” you can select “Download Applicant Packages (PDF)” or “Download Applicant Data (CSV)” feature it will take you to the **Download Documents** page. Select the type of document(s) that you'd like to include in your Applicant Package and then click “Export”.

Which documents would you like to export? ✕

- Resume
- Cover Letter
- Transcript
- Other Document

Please note that documents this job doesn't require may not be included. For example, if you select "cover letters" and cover letters are not required for this job, you may not find them in your downloaded packet.

Once the report has been completed, you will be prompted to retrieve the file or download.

Handshake download: WS Graduate Student Assistant (Fall 2023 Edinburg) Applications

Handshake <handshake@notifications.joinhandshake.com>
To: [Redacted]
Mon 10/16/2023 2:12 PM

☺ Reply ↶ Reply All → Forward 📧 ⋮

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

External Mail

This email originated outside of The University of Texas Rio Grande Valley.
Please exercise caution when clicking on links or opening attachments.



Hello [Redacted]

The bulk download you recently requested has completed. You can access the file below.

[Bulk Download PDF \(1.13 MB\)](#)

Please note the following: There were issues converting PDF documents for some students. Please try downloading this package as a Zip.

Thank you,
The Handshake Team

If you'd no longer like to receive emails like this you can [sign in](#) to manage your notification preferences or [unsubscribe](#).

P.O. Box 40770, San Francisco, CA 94140



2nd option of reviewing students.

Active Closed All Declined Not Posted (1) Divisions

VIEW BY **School** Job

ID : Job

Applicants : School : Expires Status : Campus Interview :

Active Closed All Declined Not Posted (1) Divisions

VIEW BY **School** Job

2 of 22 jobs selected [Select all](#) [Download Applicant Packages](#) [Download Applicant Data to CSV](#)

<input checked="" type="checkbox"/>	7806551	DW Student Academic Assistant (Fall 2023 Brownsville)	199	The University of Texas Rio Grande Valley	12/7/2023	Approved	No
<input checked="" type="checkbox"/>	7806520	DW Student Academic Assistant (Fall 2023 Edinburg)	388	The University of Texas Rio Grande Valley	12/7/2023	Approved	No

Download Documents

Select which documents you would like to download.

Please note that non-required documents may not be present for each student. Thus, if you select to download "cover letters" and it's not a required document, you might not find any in your PDF packet.

- Resume
- Cover Letter
- Transcript
- Other Document

Cancel [Next...](#)

Download Applicant Packages

Are you sure you want to perform this action on the selected results?

Warning: you have selected more than 500 applicants. Only the first 500 applicants will be downloaded. Are you sure you'd like to proceed?

Cancel [Confirm](#)

Once the report has been completed, you will be prompted to retrieve the file or download.

Handshake download: WS Graduate Student Assistant (Fall 2023 Edinburg) Applications



Handshake <handshake@notifications.joinhandshake.com>

To: [Redacted]



Reply



Reply All



Forward



Mon 10/16/2023 2:12 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

External Mail

This email originated outside of The University of Texas Rio Grande Valley.
Please exercise caution when clicking on links or opening attachments.



Hello [Redacted]

The bulk download you recently requested has completed. You can access the file below.

[Bulk Download](#) PDF (1.13 MB)

Please note the following: There were issues converting PDF documents for some students. Please try downloading this package as a Zip.

Thank you,
The Handshake Team

If you'd no longer like to receive emails like this you can [sign in](#) to manage your notification preferences or [unsubscribe](#).

P.O. Box 40770, San Francisco, CA 94140



Tip: Application packages will include a cover page that lists all student's name, email address, school, school year and major sorted by student last name.

Reviewing Applicants for Work Study Eligibility

Work Study filter on Student's Side:

Students can create filters that indicate their job preferences at the time of applying.

From the Homepage, click on “Jobs”.



Jobs
Events
Employers
Inbox 4
Career center

The best way to get noticed by employers? Reach out.

Make your profile stand out
Add key information to match with the most relevant jobs and opportunities.

Attend an event
Learn more about employers or roles you're interested in, directly from the source.

UTRGV The University of Texas Rio Grande Valley Career Center →
View your school's resources

Students can search for work study positions, by filter for “Work Study” under Job Type.

Jobs Search Saved

Search UTRGV collections Location On-site/remote Full-time job Internship **All filters**

11.6K jobs found | F Relevance

Remote - IT Project Coordinator - Project Management Office
The University Of Texas Rio...
Remote - Global

Part-time - On-campus
IT Support Agent Mcallen - Rio Bank
The University Of Texas Rio...
On-site - McAllen, TX

Part-time - On-campus
Life Drawing model - Edinburg/ Brownsville
The University Of Texas Rio...
On-site - Edinburg, TX and 1 more

GP Gina Palacios
Asst Professor Art and Design

Remote - IT Project Coordinator - Project Management Office
The University Of Texas Rio Grande Valley
Remote - Global

About the role

Application deadline	Posted date	Estimated pay
November 17, 2023 11:59 PM	October 5, 2023	\$12.00 per hour

Company division	Location type
IT Governance & Services	Remote

Apply

Filters

Job type

Full-Time Part-Time

Internship On-Campus Job + More

Work study

Interviewing on campus

Pay

Paid Unpaid

Includes estimated pay

On-site/remote

On-site
Work in-person

Remote
Work from home

[Clear](#) 11635 jobs found [Show results](#)

*Tip: If the job type is **work study**, only Work Study eligible students will be able to access and apply to the job posting.*

When you are reviewing applicants, you will be able to easily see which candidates fully match your preferences and which do not.

Below are the **Preference Options**:

- US Work Authorization
- Student Graduation Date Range or School Year
- Student Minimum GPA
- Student Majors

*Tip: If you add a preference for both **Graduation Date Range** and **School Year**, this will exclude students who do not meet **BOTH** preferences selected.*

Eligibility for work study will not appear in the applicant's profile status. This information can be viewed on the Applicants page in the **Preferences** column.

Search

Engagement **1**

Invited to apply to this job

Status

Reviewed (4)

Pending (2)

6 Applicants

Download all ▾

View only those who match my qualifications for

Graduation Date / School Years GPA Majors Work Authorization [Select All](#)

Name	School	Status	Work Study Eligible?	Qualifications	Date
<input type="checkbox"/> [Redacted]	The University of Texas Rio Grande Valley	Pending	Yes	1 of 1	10/11/23
<input type="checkbox"/> [Redacted]	The University of Texas Rio Grande Valley	Pending	Yes	1 of 1	10/1/23

However, the work study preference and student information are shown for work study job postings, as shown in the example below:

Search

Engagement **1**

Invited to apply to this job

Status

Reviewed (4)

Pending (2)

6 Applicants

Download all ▾

View only those who match my qualifications for

Graduation Date / School Years GPA Majors Work Authorization [Select All](#)

Name	School	Status	Work Study Eligible?	Qualifications	Date
<input type="checkbox"/> [Redacted]	The University of Texas Rio Grande Valley	Pending	Yes	1 of 1	10/11/23
<input type="checkbox"/> [Redacted]	The University of Texas Rio Grande Valley	Pending	Yes	1 of 1	10/1/23

Tip: The Work-Study column for the job posting will say whether a student is Work-Study eligible or not. A "Yes" will symbolize that the applicant is eligible for work study as shown below. The student may contact the Financial Aid Office by emailing workstudy@utrgv.edu for any questions.

Search

Engagement **1**

Invited to apply to this job

Status

Reviewed (4)

Pending (2)

6 Applicants

Download all ▾

View only those who match my qualifications for

Graduation Date / School Years GPA Majors Work Authorization [Select All](#)

Name	School	Status	Work Study Eligible?	Qualifications	Date
<input type="checkbox"/> [Redacted]	The University of Texas Rio Grande Valley	Pending	Yes	1 of 1	10/11/23
<input type="checkbox"/> [Redacted]	The University of Texas Rio Grande Valley	Pending	Yes	1 of 1	10/1/23

For a quick glance of those applicants meeting Work Study eligibility criteria, the list can be viewed by clicking the **“Download Applicant Data”** option for the job posting.

The screenshot shows a navigation bar with 'Overview', 'Schools', 'Matches', 'Applicants (6)', and 'Job details'. Below is a search bar with the placeholder 'Type a keyword'. To the right, it says '6 Applicants'. Underneath, there are filter options: 'View only those who match my qualifications for' followed by checkboxes for 'Graduation Date / School Years', 'GPA', 'Majors', and 'Work Authorization', along with a 'Select All' link. A 'Download all' dropdown menu is open, showing 'Download applicant data (CSV)' (highlighted with a red box) and 'Download application packages (PDF)'.

Below is an example of the **Download Applicant Data (CSV)**: This option for viewing applicants will show student information such as the Student’s Name, Major, Graduation date, Fully Qualified, etc.

The **Fully Qualified** column will indicate whether the applicant met the work study preferences or not for the Work Study job posting. **“FALSE”** will match those applicants that show as **Not Eligible** and **“TRUE”** will match those applicants that are **Eligible** such as in the example below.

Applicatio	Status	Student ID	Student Fi	Student L	Student E	Fully Qualified	Student Sc	Student Sc	Student Pr
2023-07-0	reviewed	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	TRUE	Masters	The Unive	College of
2023-08-1	reviewed	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	TRUE	Junior	The Unive	College of
2023-09-0	reviewed	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	TRUE	Masters	The Unive	College of
2023-09-0	reviewed	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	TRUE	Junior	The Unive	College of
2023-10-0	pending	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	TRUE	Sophomor	The Unive	College of
2023-10-1	pending	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	TRUE	Sophomor	The Unive	School of

After the hiring official has finalized his/her pool of potential candidates, it is recommended to interview several applicants to have a wider selection of potential student candidates.

Tip: Students must meet the job qualifications and Student Employment requirements.

Once you are ready to start interviewing students, please feel free to look at the [Interview Guide](#). This guide can assist with developing interview questions and the candidate selection process.