

## Student Employment Preparation (STEP) Program 2024-2025 Student Worker Guidelines

### WORK ELIGIBILITY

If you are a first-year student and was awarded a work-study financial aid award, you have a couple options for securing on-campus employment:

- 1) You may apply directly to any open position posted on the [Human Resources Student Employment webpage](#). These positions are open to *all* students on campus.
- 2) Additionally, you are eligible to apply for *first-year exclusive jobs* through the Hameetman Career Center's **Student Employment Preparation (STEP) Program**.

To be eligible for STEP on-campus jobs, you must complete *two* mandatory workshops:

- Resume Writing Workshop
- Interview Preparation Workshop

You can register for these workshops on the [Handshake events page](#). If you have not activated your Handshake account, you can do so by using your Oxy username and password at <https://oxy.joinhandshake.com/>.

**The STEP application will open on Friday, August 30th and close on Friday, September 13th.**

Workshops being offered this summer before the application period are as follows:

#### August 2024

Mon, 8/6: Resume Writing Workshop (3:00-4:00pm), Interview Preparation Workshop (4:15pm-5:15pm)  
Tues, 8/7: Resume Writing Workshop (10:00-11:00am), Interview Preparation Workshop (11:15am-12:15pm)  
Wed, 8/8: Resume Writing Workshop (12:00-1:00pm), Interview Preparation Workshop (1:15pm-2:15pm)

Once you complete both workshops, you are eligible to apply to all STEP jobs posted on the [Handshake STEP program page](#). Each department that has a job opening will then interview selected applicants and hire the student that best fits their needs.

*Note: interviews and employment are not guaranteed. **Eligible students are encouraged to apply for both STEP positions and on-campus positions posted in Human Resources.***

### CONTACT INFORMATION

For further questions regarding the STEP Program, please contact the Hameetman Career Center (HCC) at [careers@oxy.edu](mailto:careers@oxy.edu).