

Student Employment Checklist

You must complete the steps below to complete the student employment application process.

Please note:

If you are a full-time NSU employee, you are **not eligible** to participate in any student employment programs.

Steps in the Student Employment Application Process

- Register for the Student Employment Workshop:
 1. Login to [SharkLink](#).
 2. Select the "**Applications**" page from the lower half of your navigation bar.
 3. Click on the circled "i" below Canvas.
 4. Scroll down to the "**Student Self Enroll Classes**" portal and self-enroll in the Student Employment Workshop.
 5. Access and complete the Student Workshop course.
 6. You must pass the quiz (13 or more points) that follows the presentation.

- Allocate approximately 20 minutes to view the Student Employment Workshop and pass the quiz.

- Access JobX through SharkLink by clicking on the green tile in the application slider bar. Click on "Students" and select "Find a Job" to view available jobs. You may apply for multiple jobs with the same online Student Employment Application. It is up to the respective supervisors to contact students whom they wish to interview.

- Once you are hired, complete the electronic I-9 with your employer. The link for the electronic I-9 will be provided by your employer.

- International students who have not worked on campus before are to visit the One-Stop Shop, Horvitz, to present original documents for the I-9 between the hours of Mon-Fri 8:30 a.m. – 5:00 p.m.

Good Luck!