

# CURRY COLLEGE

## Student Employment Process: How to Find a Job

Revised 1/19/2023 sje



Step 1: To view the open positions please visit Handshake in the quick launch icons on the myCurry Portal.

Step 2: Complete the Student Employment Application found on Handshake on myCurry.

Step 3: Email completed application to the hiring manager listed on the job you are applying to.

Step 4: Hiring manager will contact you for an interview if they think you might be a good match for the position.

Step 5: Once the hiring manager finalizes their hiring decisions, they will email job applicants with a hiring decision and, if hired, next steps.

Step 6: Once hired, fill out the new hire packet\*, which can be found on myCurry on the Student Employment page under the Finances tab and submit it to your Manager before starting work.

### **\*NEW HIRE PACKET:**

- Required - Student Personnel Action Form Signed by student and Supervisor.
- Required - Form I-9 (Section 1 Only). *Important Note, Expired copies of identifications (IDs) cannot be accepted.*  
Examples of commonly used IDs: Passport or a Driver's License paired with a Social Security Card.
- Required - Form W-4, federal tax withholding form.  
*Please note, Curry College Employees cannot advise you on tax exemptions. We suggest you speak with your tax advisor or relative.*
- Required - Form M-4, state tax withholding form.  
*Please note, Curry College Employees cannot advise you on tax exemptions. We suggest you speak with your tax advisor or relative.*
- Recommended - Direct Deposit Form.

### **RETURN THE COMPLETED PACKET TO YOUR SUPERVISOR**

Curry College,  
Human Resources Office  
1071 Blue Hill Avenue  
Milton, MA 02186  
[hr@curry.edu](mailto:hr@curry.edu) tel. 617-333-2263