How to: Student Employment
• Go to www.ferris.edu
• Click MyFSU at the top of the screen
Log in with your username and password.
Once logged in, click on the “Student” tab.
Once in the student tab, select the "Life @ FSU" icon

**Academic Calendar**

A withdrawal (W) from any section is computed using 63% of the start and end dates of the total meeting times to figure the last date of withdrawal. A drop from any section is computed using 10% of the start and end dates of the total meeting times.

**2021 Fall Semester**

<table>
<thead>
<tr>
<th>Event</th>
<th>Day of the Week</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late registration</td>
<td>Thursday-Friday</td>
<td>August 26, 27</td>
</tr>
<tr>
<td>First day of classes</td>
<td>Monday</td>
<td>August 30</td>
</tr>
<tr>
<td>Drop/Add (closes at 5:00 PM Thursday)</td>
<td>Monday-Thursday</td>
<td>Aug. 30-Sept. 2</td>
</tr>
<tr>
<td>Labor Day (no classes)</td>
<td>Monday</td>
<td>September 5</td>
</tr>
<tr>
<td>Mid-term grades due</td>
<td>Monday</td>
<td>October 18</td>
</tr>
<tr>
<td>Spring Registration Begins</td>
<td>Monday</td>
<td>October 25</td>
</tr>
<tr>
<td>Last day for &quot;W&quot; grades (full semester)</td>
<td>Thursday</td>
<td>November 4</td>
</tr>
</tbody>
</table>
Click on ‘Local and On Campus Job Postings’
Again, log in with your MyFSU username and password

*Depending on the browser you are using, a new window may open or your current page will load to this (Same for the following pages)
If this is your first time entering the job website, you will automatically be brought to this page to set up your profile.

Once you have saved your information, you will then be able to look at the jobs available.
If this is not your first-time logging into the site, you will be brought to the home page.

The first thing you should do is click on ‘Update Profile’
This is the section where you can update all your personal info, along with employment history. Employers have access to this information so it is important to make sure it is complete.

DO NOT FORGET TO HIT UPDATE AT THE BOTTOM OF THE PAGE!
Once you hit ‘Update’ it will bring you to this page.

Click ‘home page’ to go back to the Student Employment’s homepage
Now you can click on ‘View Academic Year Jobs’ and you can begin looking at the available postings on campus for the Fall and Spring semesters.
Or you can click on ‘View Summer Jobs’ and you can begin looking at the available postings on campus for the Summer semester only.
This is an example of what you might see, depending on which option you chose. Also whether or not you have work study will affect the number of jobs you may be able to see.

When you see one that you are interested in, click on either the ‘Job ID’ or ‘Job Title’.

For an example, we will click on the Clerical General job.
When you click on the Job’s ID or Title, it will bring you to this page.

If you wish to apply for this job, click on ‘Print job Referral/Application’ at the bottom of the screen.
This application shows an example of what it would look like for a student that **DOES NOT** have work study.

Complete the ‘Student’s Class Schedule’ section by X-ing out the times you are in class, allowing a potential employer to see when you are available to work.

When you have completed the application, print out BOTH pages, and submit to the employer listed at the bottom of the page.
This application shows an example of what it would look like for a student that **DOES** have work study.

Fill the application out the same way instructed in the previous slide. X-out the times you’re in class, print BOTH pages, and bring to the employer listed at the bottom.
Do NOT forget to sign AND date the application before submitting it.
What to do After Submitting an Application for Student Employment

It is important to note the name and address of the person you delivered the form to for future reference. If you do not hear back from them within a reasonable time frame, you should follow up to ask the status of your application.
Best of luck with your employment search here at Ferris State University!

If you have questions or comments please contact the Student Employment Office at (231) 591-2012.