



Federal Work-Study (FWS) jobs are advertised online directly to Cal Poly students. It's easy and free! Just follow these five steps to get started:

1. Login to Career Services homepage at:
<http://www.careerservices.calpoly.edu>
2. Click on "For Employers"
3. Select "Post Jobs" from the left-hand menu
4. Select "Mustang Jobs Login/Registration Instructions"
5. Then just follow the instructions that apply to you.

If you are new to Mustang Jobs, after you register, you will receive an email confirmation with your password within one working day. Then you may begin entering your Work-Study jobs.

After a quick review by our office, your job listings will be advertised 24/7 to students.

IMPORTANT:

- ❖ For every Work-Study position filled, a job description must be posted on Mustang Jobs.
- ❖ Use the "control key" to multi-select majors, class level, citizenship, etc.
- ❖ Work-Study jobs will remain advertised until you deactivate them. Please log into Mustang Jobs and deactivate your FWS job as soon as the position is filled or closed.

If you have any questions, please contact Career Services at 756-5976 or careerservices@calpoly.edu



Career Services

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