

# HOW TO ACCESS hireBING AND FIND A JOB

## STEP 1

### Access your account in hireBING.

- Go to [binghamton.edu/hirebing](http://binghamton.edu/hirebing).
- Log in using your Binghamton University e-mail address and username; if it's your first time logging in, use the forget password feature to retrieve a temporary password.
- Trouble logging in? Contact the Fleishman Center at [hirebing@binghamton.edu](mailto:hirebing@binghamton.edu) or **607-777-3283**.

## STEP 2

### Select the Student Employment link on the right-hand side of screen to find:

- **Federal Work Study (FWS) jobs.** *Note: Only students with Federal Work Study (FWS) in their Financial Aid package can be hired in FWS positions.*
- **On-campus part-time jobs**
- **Off-campus part-time jobs**

## STEP 3

### Select a job you are interested in and view description.

## STEP 4

### On the right hand side of each description you will find employer contact information.

## STEP 5

### Apply for the job!

## Helpful tips

- Most student employment opportunities **require a resume for submission and an interview** for those candidates selected for consideration.
- hireBING is updated as new jobs are posted, so check back often!
- Visit the Fleishman Center website ([binghamton.edu/ccpd](http://binghamton.edu/ccpd)) to learn about the services available to assist you in your job search including resume and interview skills.
- Meet with a Fleishman staff representative either during daily walk-in hours or by scheduling a counseling appointment in hireBING.

## Need more info?

- Student employment: [bingfa.binghamton.edu/employment.htm](http://bingfa.binghamton.edu/employment.htm)
- E-mail your student employment questions to [fawork@binghamton.edu](mailto:fawork@binghamton.edu).

