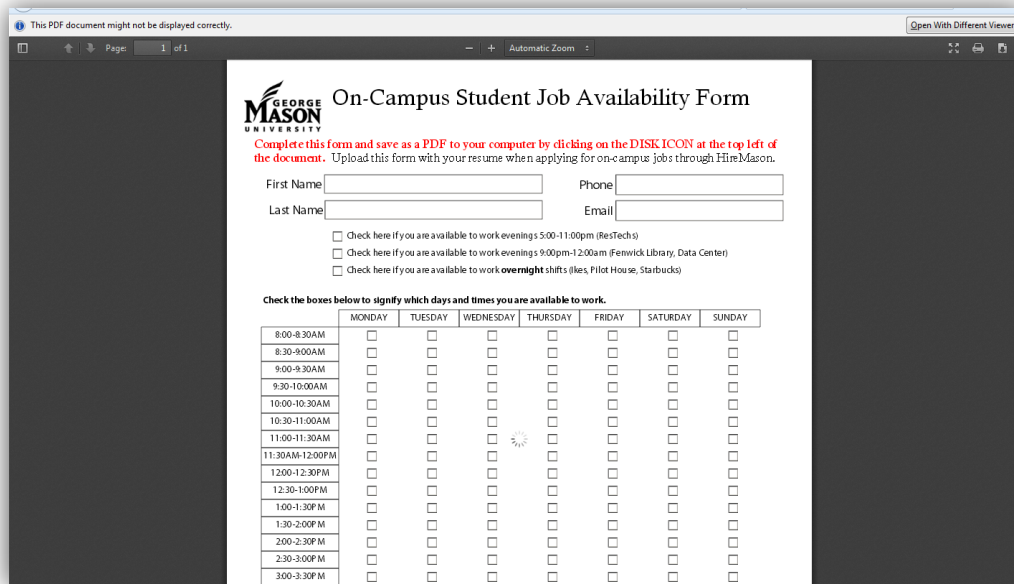


# How to Save and Upload the On-Campus Job Availability Form

**Step 1:** Access the On-Campus Job Availability form by visiting <http://careers.gmu.edu/studentjobs/ref/WorkScheduleForm.pdf>

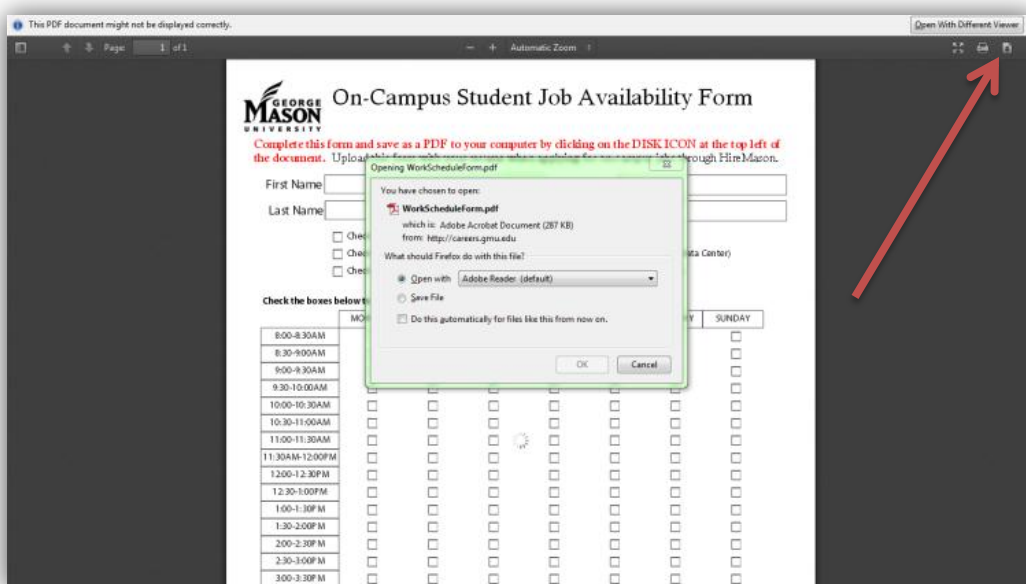


This screenshot shows the 'On-Campus Student Job Availability Form' from George Mason University. The form includes fields for First Name, Last Name, Phone, and Email. Below these are three checkboxes for availability: evenings 5:00-11:00pm (ResTechs), evenings 9:00pm-12:00am (Fenwick Library, Data Center), and overnight shifts (Hill House, Starbucks). The main section is a grid for selecting availability by day and time slot. The grid has columns for Monday through Sunday and rows for time slots from 8:00-8:30AM to 3:00-3:30PM. A red arrow points to the 'DISK ICON' at the top left of the document, which is used to save the form as a PDF.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00-8:30AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:30-9:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00-9:30AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:30-10:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00-10:30AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30-11:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00-11:30AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:30AM-12:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00-12:30PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:30-1:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00-1:30PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:30-2:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00-2:30PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:30-3:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00-3:30PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 2:** Download the form by opening it with Adobe Reader.

NOTE: You will not be able to save the document unless it has been properly downloaded.



This screenshot shows the same form as above, but with a dialog box open in the center. The dialog box is titled 'Opening WorkScheduleForm.pdf' and asks 'What should Firefox do with this file?'. The options are 'Open with Adobe Reader (default)', 'Save File', and 'Do this automatically for files like this from now on.'. A red arrow points to the 'DISK ICON' at the top right of the PDF viewer, which is used to download the file.

**Step 3:** Select “Enable All Features” and save to document to your desktop.

NOTE: You will not be able to save the document unless all features have been enabled.

WorkScheduleForm.pdf - Adobe Reader

File Edit View Window Help

1 / 1 101% Sign Comment

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks. [Learn More](#) **Enable All Features**

**GEORGE MASON UNIVERSITY** On-Campus Student Job Availability Form

Complete this form and save as a PDF to your computer by clicking on the **DISK ICON** at the top left of the document. Upload this form with your resume when applying for on-campus jobs through HireMason.

First Name  Phone   
Last Name  Email

Check here if you are available to work evenings 5:00-11:00pm (ResTechs)  
 Check here if you are available to work evenings 9:00pm-12:00am (Fenwick Library, Data Center)  
 Check here if you are available to work **overnight** shifts (Ikes, Pilot House, Starbucks)

Check the boxes below to signify which days and times you are available to work.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00-8:30AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:30-9:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00-9:30AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:30-10:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00-10:30AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30-11:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00-11:30AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:30AM-12:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 4:** Open document from your desktop and fill it out to the best of your ability, even if you do not know your class schedule yet.

WorkScheduleForm.pdf - Adobe Reader

File Edit View Window Help

1 / 1 101% Sign Comment Extended

Please fill out the following form. You can save data typed into this form. [Highlight Existing Fields](#)

**GEORGE MASON UNIVERSITY** On-Campus Student Job Availability Form

Complete this form and save as a PDF to your computer by clicking on the **DISK ICON** at the top left of the document. Upload this form with your resume when applying for on-campus jobs through HireMason.

First Name  Phone   
Last Name  Email

Check here if you are available to work evenings 5:00-11:00pm (ResTechs)  
 Check here if you are available to work evenings 9:00pm-12:00am (Fenwick Library, Data Center)  
 Check here if you are available to work **overnight** shifts (Ikes, Pilot House, Starbucks)

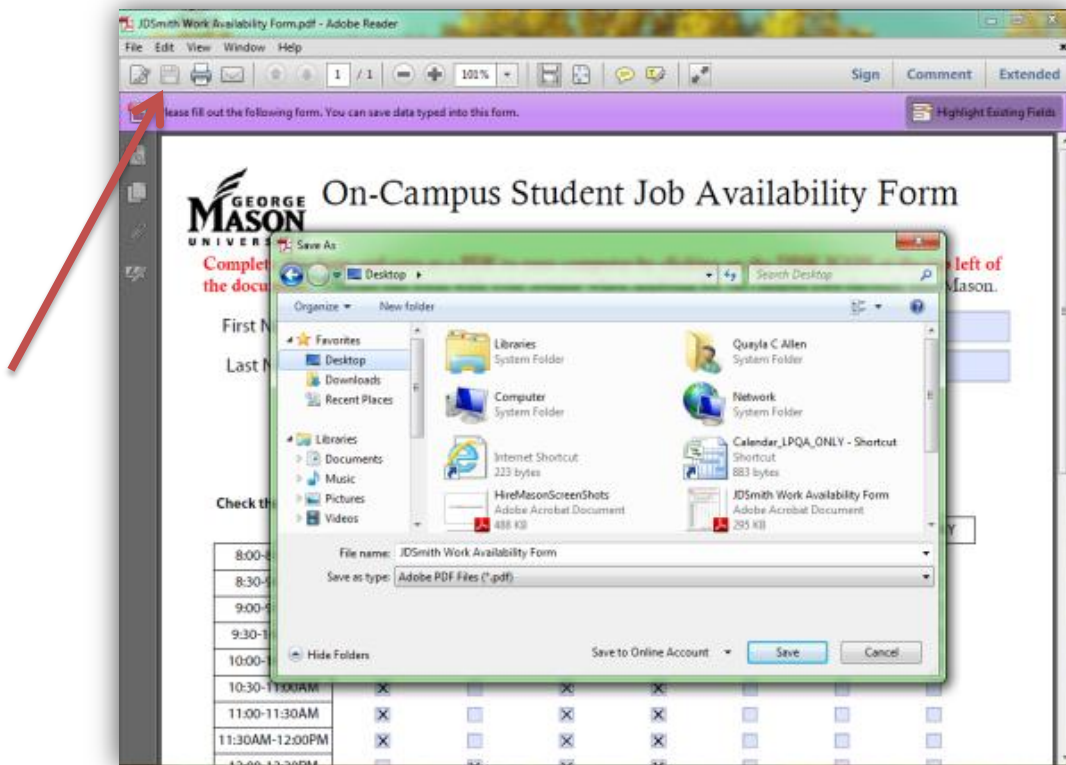
Check the boxes below to signify which days and times you are available to work.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00-8:30AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:30-9:00AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00-9:30AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:30-10:00AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00-10:30AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30-11:00AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00-11:30AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:30AM-12:00PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

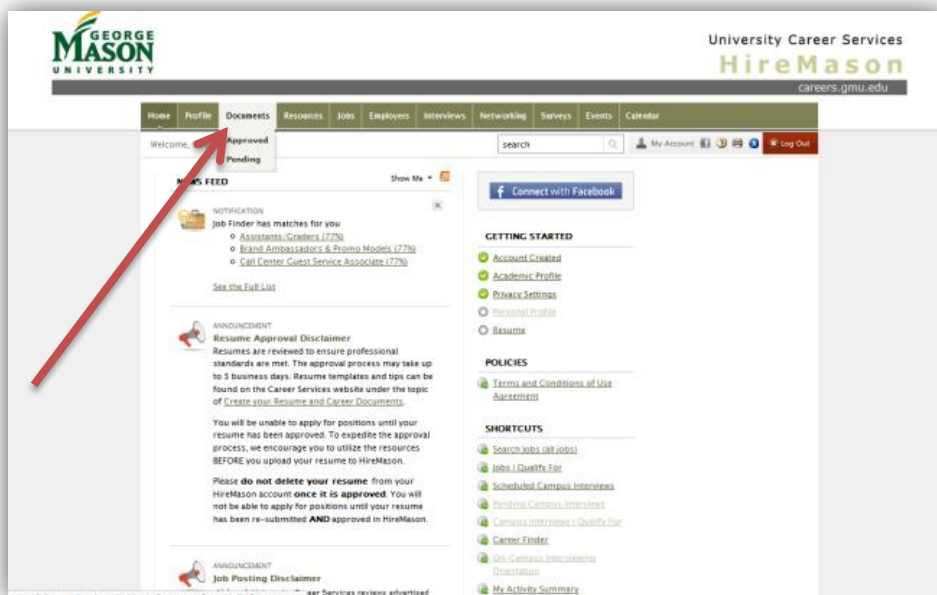
**Step 5:** Click “Save As” and save the document to your desktop.

NOTE: Save the document using identifiers such as your initials. Ex. JDSmithAvailabilityForm.

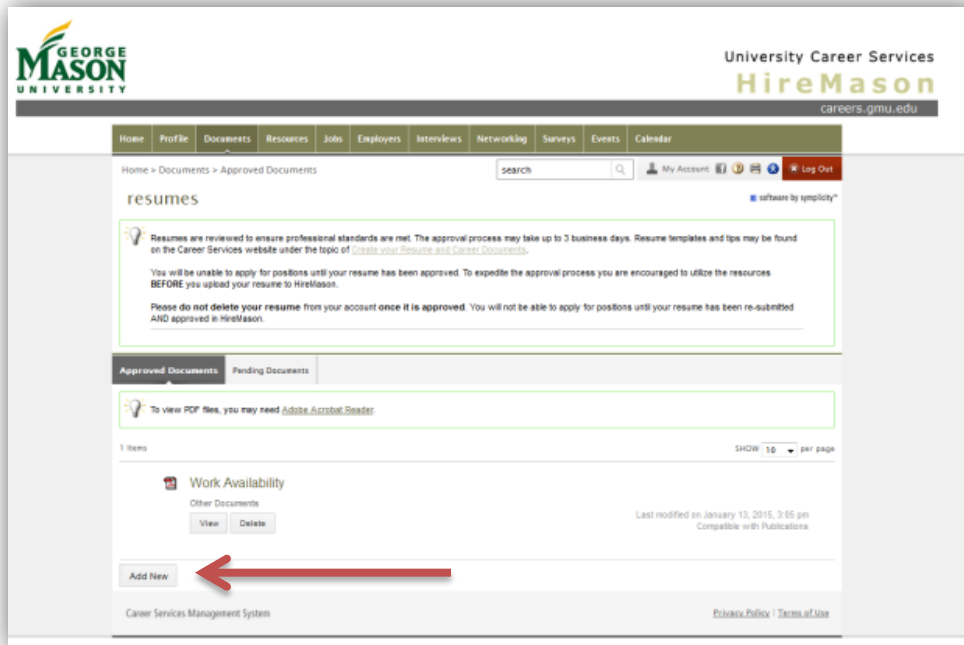
***Be sure to open the document before uploading it to HireMason to make sure your information is there.***



**Step 6:** To upload your Work Availability form, log into HireMason (hiremason.gmu.edu) and select the “Documents” tab at the top of your homepage.



**Step 7:** Select “Add New”.



**Step 8:** Label your Work Availability Form, select “Other Documents”, upload the document from your desktop and then hit “Submit”.

