

Colby-Sawyer College Student Employment Program

**Student Employment Checklist**

Student Name: \_\_\_\_\_  
 New Hire     Re-Hire

Job Title: \_\_\_\_\_  
 Department: \_\_\_\_\_ Account Number: \_\_\_\_\_  
 Direct Supervisor: \_\_\_\_\_ Ext. \_\_\_\_\_  
 Others authorized to sign timesheets: \_\_\_\_\_  
 \_\_\_\_\_

New Hire    Re-Hire

**Supervisor & Student Requirements**

(Please check appropriate boxes)

- |                          |                                     |   |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Job Description provided to student                                       |
| <input type="checkbox"/> | <input type="checkbox"/>            | A start date and work schedule have been agreed upon                      |
| <input type="checkbox"/> | <input type="checkbox"/>            | Timesheet instructions, deadlines and pay schedule given to student       |
| <input type="checkbox"/> | <input type="checkbox"/>            | Office Policies & Procedures have been reviewed with student              |
| <input type="checkbox"/> | <input type="checkbox"/>            | Student has read and understands the <i>Student Employment Guidelines</i> |
| <input type="checkbox"/> | <input type="checkbox"/>            | Copy of mid-year evaluation provided to student                           |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Student attended a <i>Student Employment Training</i> session             |

Does the student have any other work-study position?	<b>Yes</b>	<b>No</b>
Department: _____	Supervisor	_____
<i>*Students must not average more than 10 hours per week from ALL work study positions.</i>		

\_\_\_\_\_  
Supervisor Signature  
*\*Please keep a copy for your records*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Employee Signature

\_\_\_\_\_  
Date

<b>Business Office</b>		
<input type="checkbox"/> I-9	<input type="checkbox"/> W-4	Student # _____
_____ Payroll Office Signature	_____ Date	

**Student employee can begin work only after this entire form has been completed.**

Re-Hire forms for returning students are due prior to commencement. Open work-study positions are available to **new students only** during the first three weeks of the fall semester. If a returning student is not re-hired before May, he/she will not be approved to work for the first three weeks of September.

Students are authorized to begin work when an e-mail confirmation is forwarded from the Business Office to the Direct Supervisor. This e-mail will confirm that all required forms have been received and approved.