Colby-Sawyer College Student Employment Program

**Student Employment Checklist**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>□ New Hire  □ Re-Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Account Number:</td>
</tr>
<tr>
<td>Direct Supervisor:</td>
<td>Ext.</td>
</tr>
<tr>
<td>Others authorized to sign timesheets:</td>
<td></td>
</tr>
</tbody>
</table>

### Supervisor & Student Requirements

(Please check appropriate boxes)

- □ ■ Job Description provided to student
- □ □ A start date and work schedule have been agreed upon
- □ □ Timesheet instructions, deadlines and pay schedule given to student
- □ □ Office Policies & Procedures have been reviewed with student
- □ □ Student has read and understands the *Student Employment Guidelines*
- □ □ Copy of mid-year evaluation provided to student
- □ ■ Student attended a *Student Employment Training* session

Does the student have any other work-study position?  Yes  No

*Students must not average more than 10 hours per week from ALL work study positions.*

Supervisor Signature  Date
*Please keep a copy for your records

Student Employee Signature  Date

### Business Office

- □  I-9  □  W-4  Student #  __________________________

Payroll Office Signature  Date

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**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.