



Work-study Supervisor

Quick-start Guide

This is a Quick-start Reference Guide for work-study supervisors and persons designated to sign timesheets. This is to help simplify the work-study process.

1. All supervisors that desire a work-study student must complete and submit a ***Job Description Form (JDF) to your Department Heads office.**
 - a. Contains # of students needed, your contact information, and a brief description of job student will perform. (if you prefer a specific student please put their name on this form)
 - b. Forms can be acquired in the student employment office or in your Departmental Main Office.
2. **Job Listings along with your workplace location and school contact information will be posted** on Student Employment website and campus bulletins.
3. **Students will submit *Employment Applications to you.**
4. **After reviewing the applications, use the *Interview form** to evaluate and select the student that you would like to hire.
5. **Submit all forms to your department's main office.**

***ALL FORMS CAN BE DOWNLOADED FROM THE STUDENT EMPLOYMENT LINK ON THE WEBSITE.**

www.coahomacc.edu/workstudy