



STEPS FOR FINDING A JOB

PLEASE NOTE:

∞ **It is your responsibility to pursue and be offered a job if you expect to work. You will NOT be assigned to a Work-Study or Student Labor job.**

∞ **If you are currently employed as a Work-Study employee on campus and would like to keep that job for the upcoming semester, please contact your Supervisor immediately to express your interest in retaining your job. Then proceed with the steps below. It is the Supervisor's decision whether or not to allow you to retain your job.**

∞ **You may apply (Step 2) but cannot receive a final job offer for Student Employment (SE) until you have completed Step 1 below.**

1. **First, YOU**
 - a. Complete your financial aid paperwork and submit as early as possible to the Financial Aid office in the Spilman-Daniel House; and
 - b. Pre-register through **iAssistant** for the upcoming semester. If you are an incoming freshman, register for your PAWS session as instructed in your admissions process.
2. **Then, YOU**
 - a. Go to the Student Employment website at www.ferrum.edu/studentemployment and enter the Job Postings area;
 - b. Search for a job for which you feel qualified or that holds interest for you.
 - c. Print and complete an **Application for Student Employment**, making sure you fill in the **Job Code** from the posting of interest. If you are interested in applying for more than 1 position, list all the Job Codes on the same application so copies can be routed to appropriate Supervisors.
 - d. If you have **not** worked here before as a student,
 - i. Print the **I-9 Form** (SE website) for later use. Take note of the identification document requirement on Page 2 and be prepared to provide those original document(s).
 - ii. Print the Virginia and Federal **W-4 tax forms** (SE website) for later use.
 - e. Hand-deliver, scan and e-mail, or mail your completed application to SE office. If you have one, attach your résumé.
3. **The SE Representative will**
 - a. Check your application for completeness (if incomplete, she will return it to you for completion);
 - b. Log your application; and
 - c. Forward your application by Job Code to the appropriate Supervisor(s) for consideration.
4. **The Supervisor will**
 - a. Review all applications received for the job;
 - b. Select applicants of interest, contact them, and schedule interviews; and
 - c. Interview all applicants of interest.
5. **If selected for an interview, YOU**
 - a. Prepare for the interview (see Student Employment Handbook on the SE website or work with Career Services for pointers on interviewing);

- b. Meet promptly with the Supervisor at the designated interview time. If you are off-campus, your initial interview may be conducted by telephone. If you have applied to return to your current job you may not be required to interview.
6. **The Supervisor will**
 - a. Select the best applicant for the job; and
 - b. Notify Student Employment by e-mail of intent to hire that selected applicant.
 7. **The SE Representative will**
 - a. Confirm your pre-registration or PAWS registration and financial aid award. **You will not receive a final job offer until these requirements are met!**
 8. **If YOU ARE selected to fill the job and HAVE completed the requirements in Step 1, skip to Step 12 below and**
 - a. SE will
 - i. Send you a letter offering you the job;
 - ii. Start the Payroll process when/if you accept the job; and
 - iii. Update the website to remove the Job Posting for the filled position.
 9. **If YOU ARE selected to fill the job and HAVE NOT completed the requirements in Step 1, SE will**
 - a. Notify you of your preliminary job offer.
 - i. Explain to you that the offer is **on hold for 1 week** pending completion of the requirements.
 - b. Notify the Supervisor that your requirements have not been completed and that your offer is on hold.
 - c. At the end of 1 week, SE will,
 - i. If requirements are completed,
 - 1. Pick up the process in Step 8 above with a final job offer.
 - ii. If requirements are not completed,
 - 1. Notify the Supervisor to continue the interview process at Step 4; and
 - 2. Notify you that the offer has been rescinded and that you must move back to Step 1 above and start the job search process over.
 10. **If YOU ARE NOT OFFERED the job, SE will**
 - a. Send you a letter thanking you for your interest and notifying you that you were not selected.
 11. **If YOU ARE NOT OFFERED the job, YOU**
 - a. Return to Step 1 above and start the process over.
 12. **If YOU ARE OFFERED the job and wish to accept, YOU**
 - i. Sign the letter accepting the job; and
 - ii. Return the letter to SE.
 13. **If YOU are offered and accept the job and have not previously worked here as a student, YOU must bring the following to your Supervisor within 3 days of the start of work or you will no longer be permitted to work:**
 - a. Completed I-9 form (see Step 2.d.i above) and the **required ORIGINAL identification document(s)** as described on Page 2 of that form. This is a federal requirement.
 - b. Completed VA and Federal W-4 forms (see Step 2.d.ii above).
 14. **If YOU ARE offered and accept the job, the Supervisor will**
 - a. Contact you to schedule your first day of work;
 - b. Meet with you to set up your work schedule and review your duties as laid out in your Position Description. The Supervisor and you will sign the Description.
 - c. Forward a copy of the signed Description to SE for your personnel file.
 - d. Review with you the College's policies and procedures, including keeping your timecard, "clocking in and out", your pay schedule, etc.
 15. **YOU**
 - a. Report to work as scheduled thereafter.