

# Work Study Procedure

1. Check [www.dctcjobs.com](http://www.dctcjobs.com) to view open positions.
  - a. Open positions are listed as **on campus employment, work study**.
  - b. Off campus part-time and full-time positions are also posted on this site.
2. Complete and return the Student Employment Application to the Office of Scholarships and Financial Aid located in the Student Services area in room 2-210 of the main campus. You must indicate which position(s) your are applying for on this application.
3. You will be contacted by a supervisor or instructor if a department is interested in considering you for a position. You will be notified by the Office of Scholarships and Financial Aid is the supervisor or instructor decides to hire you.

## If You Are Hired, You MUST Complete the Following Steps:

4. See Amy Morrissey in the Office of Scholarships and Financial Aid to complete the hiring process. You will need to have the following original documents with you:
  - a. Social Security Card, Birth Certificate, Passport, or Permanent Resident Card.
  - b. A valid driver's license or state issued picture ID.
5. Complete the required Human Resources document packet.
6. Complete the required online D2L Human Resources training sessions at <http://www.onlinedctc.com>. You must complete sections 1, 2, and 3 of Public Jobs, Private Data.
7. Your supervisor will receive a green timesheet when the above process has been completed. You may not work until you receive your timesheet from your supervisor.

## Tips

- Talk to your instructor about employment in your major even if a position has not yet been posted on [dctcjobs.com](http://dctcjobs.com).
- Your available work times and your major are two of the biggest deciding factors when it comes to being hired. Provide specific hours and minutes for time available.
- Think about appearance. Print clearly and legibly. Attach your current resume to your application. This makes a good impression.
- Wait until you know your schedule before you complete the application.
- Make sure you complete all sections of Public Jobs, Private Data training on D2L.
- List Intro to Computer and English Writing and Research if you have completed them.