

Job Request Card Information Sheet

Do I need to complete all parts of the Job Request Card?

You should complete the entire card. When students are reviewing the available positions, there are often several hundred Job Request Cards posted. It's to your advantage to have clear and attractive Job Request Cards posted. Cards that are typed legibly and have a pay rate enhance the possibility of an appropriate and well qualified student applying for the job.

I need to hire some students for the fall. How should I complete the job request cards?

If you **DO NOT** have a student returning to a position in your office, then you will need to complete a card for each different position and return the card(s) to the Financial Aid Office. For example, if you need three file clerks then simply complete one card and indicate three positions.

I had a student work for me last year. I want that student to work for me again this year. Should I fill out a card?

If you have a student returning to a job, complete a College Work Study Employment Authorization with the student and make sure the student completes a W4 and I9 if necessary. You don't need a Job Request Card for that student.

A student talked to me this summer about working for me in the fall. Do I need to complete a card if I want to hire that student for the first time?

If you have been contacted by a College Work Study student interested in working for you, you don't need to complete a Job Request Card. Complete the Employment Authorization Form and make sure the student completes a W4 and I9 if necessary.

Now that I've hired a student, how do I let the Financial Aid Office know the job is filled?

Upon hiring a student to fill a position listed in the Financial Aid Office, please contact the Financial Aid Office in writing and let them know to either (A) reduce the number of available jobs by one or, (B) remove the job request card from our listing. Be sure to include the job title, pay rate, and supervisor's name. This will assist us in maintaining an accurate list and reduce the number of unnecessary calls to your office.

If you need a Job Request Cards or have any other questions, please feel free to contact the Financial Aid Office at 862-3600.