

STUDENT EMPLOYMENT PROCESS

1. Initial Eligibility Requirements: Complete a Free Application for Federal Student Aid (**FAFSA**) for the current academic year (www.studentaid.gov) and enroll in a minimum of **6 credit hours** in an eligible program of study at Kirtland.
2. Complete **Kirtland's Student Employment Application** online at: <https://www.kirtland.edu/human-resources/jobs-at-kirtland/student-employment/>
 - Available positions are listed within the application.
3. Participate in the **Interview Process** with the position Supervisor. Bring a copy of your **class schedule** to this interview.
 - Supervisor contact information contained within the Student Employment Application
4. If a position is offered, the Human Resources Department will contact you to schedule an appointment to complete **Employment Documents**.
5. Attend a one-time **Student Employee Orientation** online at: www.kirtland.edu/student-central/forms
6. Access the **Student Employee Handbook** at www.kirtland.edu/student-central/forms
 - Student Employees are responsible for reviewing this information. Upon signing the Student Employment Form (SEF) each semester, students agree to abide by the terms and conditions in the *Student Employee Handbook*.
7. Obtain and Complete a **Student Employment Form** available in the Human Resources Department.
 - A new Student Employment Form is *required* for each semester.
8. Check Kirtland account for an email notification from the Student Financial Services Office on work approval date.
 - Student Employees are not authorized to work until this has been received.

Do not begin working until every requirement has been completed and an email is received confirming work approval.

Rev. 9/2023