

STUDENT EMPLOYMENT PROCESS

1. Complete a Free Application for Federal Student Aid (FAFSA) for the current academic year (www.studentaid.gov).
2. Enroll in a minimum of **6 credit hours** in an eligible program of study at Kirtland.
3. 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.
4. Participate in the interview process with the position Supervisor. Bring a copy of your **class schedule** to this interview.
5. If a position is offered, the Human Resources Department will contact you to schedule an appointment to complete the following **Employment Documents**:
 - Background Check Authorization and Consent Forms
 - USCIS Form I-9: Employment Eligibility Verification
 - Federal Form W-4: Employee's Withholding Certificate
 - Michigan MI-W4: Employee's Michigan Withholding Exemption Certificate
 - FERPA Confidentiality Form
 - Direct Deposit Authorization Form
6. Attend a one-time **Student Employee Orientation** online at: www.kirtland.edu/student-central/forms
7. 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*.
8. Obtain and Complete a **Student Employment Form** available in the Human Resources Department.
A new Student Employment Form is required for each semester.
 - The Supervisor completes Part I of the SEF.
 - The Student Employee completes Part II of the SEF.
 - Completed Forms are returned to the Student Financial Services Office.
9. 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.

RETURNING STUDENT EMPLOYEE REQUIREMENTS:

- Enroll in a minimum of six (6) credit hours for next semester
- Maintain Satisfactory Academic Progress standards
- Submit FAFSA for applicable academic year (if needed)
- Complete and return a new Student Employment Form (SEF) for the next semester
 - Form is available at the Student Financial Services Office.
 - Check Kirtland account for a notification confirming your approved start date.
 - Student Employees are not authorized to continue working until notification is received.

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