# 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://forms.gle/cavFhcwCo9s6SoQd7
   - 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.***

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