

Work-Study Checklist

Step 1: Apply for work-study job(s)

- Login to the Work-Study Student Jobs Database by going to:
 1. www.linnbenton.edu
 2. Use 'Quick Links' (top right hand corner), go to Financial Aid
 3. Click on 'Work-Study', then use provided work-study link
 4. Login using your student ID# AND your last name
 5. Complete the 'Criminal History' form.
 6. Click on 'Open Work-Study Jobs'
 7. Request an interview (We recommend requesting an interview with your top two choices for work-study jobs). Supervisor will receive an email for the interview request and should respond within three business days to schedule an interview or let you know if the position has been filled.
- Schedule your interview(s) and get hired.
- Once hired, turn in necessary Work-Study Employment paperwork to Marina Allen or Kim Dammon, Financial Aid Office, Takena Hall. **Appropriate ID is also necessary to complete the hiring process ie: valid US Passport OR state issued photo id along with social security card or proof of birth.**

Step 2: Before you can work you need to know:

- Who your work-study supervisor is AND who the back-up work-study supervisor is.
- Provide class schedule to your work-study supervisor.
- How/where to get work-study employee badge.

Step 3: Hired? You need to know:

- Who to report to if you cannot make your scheduled shift and how to contact- Phone? Email? Text? # _____
- How to record hours worked on your time sheet.
- When your time sheet is due and how to submit your monthly time sheet for supervisor approval.
- Where to review available work-study balances and the number of hours remaining you can work.
- Your right to regular performance evaluations, possible pay raises.
- What to do and who to contact if injured while working (Supervisor AND Public Safety Office).
- How to separate from work-study position if you can no longer work-who to notify and how to notify.