Instructions for Student Employees

**Recommended Procedure to Find an On-Campus Job (Federal Work-Study Position)**

*Note:* Eligibility for Federal Work Study (FWS) is determined by the Office of Financial Aid/Center for Student Services. The Total amount a student can earn is based on the allocation listed on the Financial Aid Award letter and students MUST NEVER work more hours than the award allows.

Jobs are posted by employers using the CAREERlink portal beginning in late August and the Center for Student Services cannot answer questions regarding postings.

1. Review the listed job postings on the web using CAREERlink [https://regiscollege-csm.symplicity.com/](https://regiscollege-csm.symplicity.com/) log in with your Regis credentials as you would your Regis email account.

2. Contact these supervisors directly by visiting their offices, telephoning or e-mailing them. You should try to obtain brief interviews with supervisors of any positions in which you are interested. If you leave a message for any supervisor who is unavailable, do not assume that he (she) will return your inquiry promptly. If you do not hear from the person within a couple of days, then you should try again to make contact.

3. Department supervisors may conduct a short interview (10-15 minutes) with the prospective student employee. This is the time to discuss the duties and responsibilities, hours, wages and appropriate dress. The supervisor should outline expectations regarding good work habits and professionalism.

Once you have been hired, all payroll documentation must be completed and submitted to your supervisor **before** you begin employment. You may obtain employment forms at RegisNet website under [https://regisnet.regiscollege.edu/forms/forms.html](https://regisnet.regiscollege.edu/forms/forms.html). In order to begin work and subsequently receive a paycheck, you must complete the Student Employment Contract W-4 and I-9 forms with your supervisor.