

WorkFirst Work Study Employment Hiring Checklist

Step 1: Ask for referral from Tonya Huffines, WorkFirst Specialist

- Tonya Huffines will send the referral to Student Employment Services
- Student Employment Services will schedule a WorkFirst Work Study Orientation with you and, if necessary, review your current cover letter and resume.

Step 2: If you choose to obtain a job, request a Work Study Authorization Form from Student Employment Services

Step 3: Search and Apply for Work Study jobs using NEOGOV

- Go to the [Student Employment page](#).
 - Scroll down and select the “We’re hiring students – apply now!” button to search for jobs classified “work study”
- Follow instructions to complete NEOGOV application

Step 4: If selected for an interview

- Supervisors will contact you directly for an interview - Congratulations!
 - Take your completed Work Study Authorization Form to the interview
 - Know your class schedule and work availability for employer to review
- “IF” offered the job - Email the completed Work Study Authorization Form, signed by your new supervisor to Student Employment studentemployment@spscc.edu for further processing.

Work Study Information

What is Work Study?

Work study is a need-based Financial Aid award. It is not a grant (*you must work to earn it*) and it is not a loan (*you do not have to pay it back*). Work study funds are available to students on a first come, first serve basis or until all work study positions have been filled. A work study award does not guarantee employment, you must be qualified and selected for a work study position.

How do students apply for Work Study?

1. Students interested in work study must complete their Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov.
 - a. The FAFSA will ask you if you would like to be considered for Work Study. If you select “Yes”, you will be considered for work study when you are awarded Financial Aid.
 - b. In your FAFSA, list SPSCC as the school you would like to have your application sent to.
 - c. Once SPSCC receives your FAFSA, check your Financial Aid portal to see if any further information is required to complete your Financial Aid file.
 - d. Once it is complete, it will be reviewed and you will be awarded Financial Aid. Your award may include work study if you are eligible to receive it.

If at a later date you choose to do work study then you will need to follow this process below.

Email Financial Aid at financialaid@spscc.edu from your student email address with your full name, student ID, and a request to be reviewed for Work Study eligibility.

Who is eligible for Work Study?

- Students enrolled in six or more credits each quarter, unless it is your graduation quarter
- Students in good academic standing (2.0 GPA)

Financial Aid Services at SPSCC (360) 596-5241 financialaid@spscc.edu
