

# Work Study (Federal & State) On-Campus Student Employment Hiring Checklist

## Step 1: Check your Financial Aid Award for Work Study

- Login to the [Financial Aid Portal](#) to verify your work study award status
  - If you were not awarded work study, but would like to see if you are eligible please contact your Financial Aid Specialist listed in Compass.

## Step 2: Request a Work Study Authorization Form

- Send an email to [studentemployment@spscc.edu](mailto:studentemployment@spscc.edu):
  - In the subject line please indicate: *“Work Study Authorization Form Request”*
- In the body of the email, include the following:
  - Your Full Name and Student Identification Number (SID)
- If you have been awarded work study you will be emailed a *Work Study Authorization Form* which verifies you have work study to employers that interview you.

## 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 on-campus jobs classified “Work Study”
- Follow instructions to complete NEOGOV application
  - Note: You will need to upload a current resume and cover letter in application

## Step 4: If selected for an interview

- Supervisors will contact you directly for an interview - Congratulations!
  - Email your *Work Study Authorization Form* to the employer
  - Know your class schedule and work availability for employer to review
- “IF” offered the job – Ask employer to complete and sign the *Work Study Authorization Form* and email it to Student Employment Services, [studentemployment@spscc.edu](mailto: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](https://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](mailto: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](mailto:financialaid@spscc.edu)