



Student, Work Study or Temporary Employee Requisition

INSTRUCTIONS

1. Complete and save Student Requisition form, and then email to dgrabowski@fvcc.edu
2. Upon approval of funding, your job will be posted on the posted on the **Student** tab of the *Jobs at FVCC* website page
3. You will receive student applications electronically so you can select candidates to interview and hire
4. Log into the Student/Work Study/Temp New Hire Authorization form online and enter your hiring information
5. Direct students to hr.fvcc.edu/student-employment to complete New Hire Packet, and then to Human Resources to complete new hire process and receive ADP log-in

HIRING DEPARTMENT INFORMATION

Requestor Name:

Date:

Department:

Position Funding: Department Budget Grant Work Study

STUDENT/TEMPORARY WORKER INFORMATION

Position Title:

Suggested Hourly Pay Rate:

Supervisor:

Location (Building/Room #):

Estimated Annual Hours:

Average Hours per Week (not to exceed 19):

Start Date: Current Academic Year Fall Semester Spring Semester Other

Schedule: Requires Set Schedule Flexible to Student Schedule

Position Purpose/Role with the college:

Position Duties (must relate to the position purpose/role):

Minimum Qualifications:

Preferred Qualifications:

Student Skill Development Areas:

Predicted Learning Outcomes:

Work Schedule:

Dress Code:

STUDENT/TEMPORARY WORKER GUIDELINES

- Student workers must be enrolled in a minimum of six credits for fall or spring semester or three credits for summer to qualify for student employment
- Student workers cannot displace the work of a regular employee
- Student/temporary workers shall be actively engaged; no use of cell phones (except in case of emergency) or social media
- Student/temporary workers shall demonstrate a commitment to the job with adherence to work schedule, effective communication/interpersonal skills, and quality customer service skills to be a representative of FVCC
- Supervisors shall provide student/temporary workers with constructive feedback and a meaningful growth opportunity to prepare them for future careers and as ambassadors of our college

HR USE ONLY

- Approved**
- Wait List**
- Not Approved**

Funded Amount: \$ _____