

EPCC Work-Study Guide for Supervisors



Please set time aside to complete this process as all supervisors are recommended to view two videos on:

- Supervisor Responsibilities
- Guidelines and Time Sheets.

Look for email from FA Coordinator for Special Programs on videos, quiz, and job description links upon approval from your Vice President or Associate Vice President.



Eligible work-study students will receive an email from the Financial Aid Office instructing them to view the Student Responsibility videos and view job openings in Career Coach to begin their work-study process.

Eligible students will be instructed to schedule an interview and take their work-study eligibility email, resume, and class schedule to interview appointment.



After a decision is made for a new hire, supervisors are to contact the candidate, provide them with the offer of employment form, and direct them to the EPCC Human Resources department where they will complete a series of required steps.

The EPCC Human Resources department will notify the hiring supervisor and the candidate if the candidate has been cleared all HR requirements.

The hiring supervisor will notify the FA Coordinator for Special Programs for official Personnel Action Record (PAR form) with start date and eligible hours.