

## NEED A JOB?

### STUDENT EMPLOYMENT GUIDELINES AND PROCEDURES

*If you have been awarded Federal Work Study or a D&E Works award, please check with the Student Employment or Financial Planning Office to verify that your work award has been approved. You cannot begin the employment process until you have been approved.*

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The following applies to all students interested in finding a job (with or without federal work study):

1. Find a job! A list of open positions, both on and off campus, is available on the Student Employment section of the **MyD&E** portal. (Offices > Student Employment)
2. Once you find a job that you believe you are qualified for, contact the person hiring for that position to request to an interview.
3. Once you have been hired, visit the Office of Career Services and Student Employment in Liberal Arts Hall 210 and pick up a JOB AGREEMENT, CONTRACT FOR STUDENT EMPLOYMENT and TAX FORMS. The job agreement must be signed by your supervisor and returned to the Office of Career Services and Student Employment along with the necessary forms to complete tax paperwork. PLEASE SEE REVERSE FOR DOCUMENTS NEEDED. The Office of Career Services and Student Employment will not accept any documents other than **original** and **current** forms of identification.
4. Start working! Please know that only YOU are responsible for:
  - a. Keeping track of your hours worked.
  - b. Making sure your timesheet is completed, signed and handed in to your supervisor by the due date (check your D&E email for announcements). Time sheets are available from your supervisor. Time sheets should only be turned in by supervisors but students can deliver them **only** if they are in a sealed envelope with the supervisor's signature across the seal. Time sheets should be turned in to Ms. Samantha Rader in the Business Office no later than noon on the due dates.

**Please thoroughly read all contracts, agreements and tax forms prior to signing. Please ask questions if you don't understand what you are being asked to sign.**

**Questions?** Visit the Office of Career Services and Student Employment in Liberal Arts 210 or call/email Lisa Reed, Director, at 304-637-1313 or reedl@dewv.edu.

**List of acceptable documents to complete the I-9 Employment Eligibility Verification Form:**

**US CITIZENS/US DUAL-CITIZENSHIP:**

**US Passport**



**OR**

**One of the following:**

- Driver's License containing a photograph
- School ID card with photograph
- Voter's registration card
- US Military card



**One of the following:**

- Social security card
- Birth certificate

**MUST BE ORIGINALS**

**+**



**INTERNATIONAL (F1 VISA) STUDENTS:**

**Foreign Passport**



**I-94**



**Social Security Card**  
(needed for tax purposes)

**+**



↗  
D&E International  
Liaison can assist in  
obtaining SSN

**ALL DOCUMENTS MUST BE ORIGINAL AND CURRENT –**

**NO EXCEPTIONS.**