Student-centered Flow Chart of On Campus On-Line Job Listing Service
for Federal Work Study Positions

Student receives Financial Aid award letter, instructions to report to Financial Aid for referral to Federal Work Study Job Placement Assistance.

Student arrives on campus 10 days before instruction, goes to Financial Aid, sees Eileen, gets FWS referral form, and is directed to Career Center.

Student reports to Career Center, sees counselor, gets password for FWS listings on-line, receives assistance with job search skills development, counselor intervention re education/employment/career goals. Chooses referral(s) to FWS jobs. www.sbcc.edu/oncampusjobs.

Student is interviewed by potential FWS supervisor

Student is hired. Leaves FWS referral with supervisor for completion, budget number, dept. chair signature.

Student is not hired.

Has password, and FWS referral form, chooses another job to interview for.

Student returns to supervisor, picks up FWS form, takes it to Financial Aid, Eileen & student complete the employment paperwork. Student may begin work as soon as instruction begins and supervisor receives verification from Financial Aid that the employment paperwork has been completed (pink copy of referral form.)

Eileen and/or supervisor contact Career Center to take job off the site & archive it.

Not hired, Career Center contacts student for additional job search and career counseling.

Career Advancement Center, May 2005