Students apply either directly to Students search jobs on Supervisor selects supervisor or by completing the successful candidate studentjobs.selkirk.ca online application form START Supervisor completes red (required) sections of TEC and submits to workstudy@selkirk.ca **CEES Emails Student CEES Emails** Work Study Orientation Supervisor STOP! CC's Supervisor The student cannot start working until you co-opeducation+ receive the go-ahead **employment**services from CEES Selkirk ( College Student completes WORK STUDY ORIENTATION Introduction • Required Documents • Payroll Info & Instructions • Health & Safety CEES reviews the students' completed Work Study Orientation and submits documents to HR. CEES Emails Supervisor & Student when the student can start work **Student & Supervisor complete SITE SPECIFIC SAFETY FORM** and submit to healthandsafety@selkirk.ca FINISH Supervisors track student Student or Supervisor Supervisors adhere hours and report to PPWC guidelines for submits approved timesheets to awalters@selkirk.ca hour allotment to CEES quarterly