Students search jobs on studentjobs.selkirk.ca
Students apply either directly to supervisor or by completing the online application form.
Supervisor selects successful candidate
START
Supervisor completes red (required) sections of TEC and submits to jadrain@selkirk.ca
CEES Emails Supervisor
CEES Emails Student Work Study Orientation cc's Supervisor
Hours worked prior to all mandatory training and paperwork being completed will be charged to the Supervisors Account.
STOP!
The student can not start working until you receive the green light from CEES
Student completes
Work Study Orientation
Introduction
Required Documents
Payroll Info and Instructions
Health & Safety
CEES reviews the students completed Work Study Orientation and submits documents to HR.
CEES Emails Supervisor & Student
Student & Supervisor complete Site Specific Safety Form and submit to rchambers@selkirk.ca
GO!
Student submit Time-sheets to awalters@selkirk.ca
Cc: Supervisor & rchambers@selkirk.ca
*Supervisor replys all to approve
Supervisors track student hours using Work Study Tracking Form