

## Steps to a Federal Work Study Position

1. Check with the Financial Aid Office or BRIDGE to see if you have an FWS award.
2. View available jobs at [www.BlueRidgeCTC.edu](http://www.BlueRidgeCTC.edu) or see the Human Resources bulletin board.
3. Pick up student employment packet at the Human Resources Office.
4. Complete student information on application.
5. Arrange and complete job interview(s).
6. After job is arranged, have supervisor complete certification of employment.
7. Return application and required forms with identifications to the Human Resources Office.

Processing of paperwork must be completed BEFORE you begin work. The HR office will notify you when you have been approved to work and a timesheet will be sent to your supervisor by the Human Resources.