

21-22 Academic Year Job Matching Program

INFORMATION FOR SUPERVISORS

WHY A JOB MATCHING PROGRAM?

The goal of this program to increase access and availability of on-campus jobs for first-year students with work-study. It is important for students who have work-study as a part of their financial aid package to have access to on-campus work opportunities to earn this award. This program is open to incoming students with a work-study award, and streamlines the application and hiring process while reserving positions specifically for this group of students.

WHAT JOBS SHOULD BE A PART OF THIS PROGRAM?

This program is ideal for entry level jobs that can be performed by an incoming student. The sign-up form will gather information from supervisors about the nature of the job and any specific time or skill requirements. If you aren't sure if a job is right for this program, reach out to the student work coordinator.

HOW DOES THIS WORK?

Supervisors can sign up to fill positions through this program using the [sign-up form](#). You may sign up to have positions filled at any point during the 21-22 academic year. Incoming students with work-study are eligible to apply to this pool and will be invited via email in August.



Program goal:

INCREASE ACCESS AND AVAILABILITY OF ON-CAMPUS
JOBS FOR FIRST-YEAR STUDENTS WITH WORK-STUDY

Supervisor Commitment

PARTICIPATING SUPERVISORS ARE RESPONSIBLE FOR THE FOLLOWING:

1. Complete the official [sign-up form](#) at any point during the academic year.
2. When you receive your matched student's information from the Student Work Office, contact the student promptly via [email](#).
3. Email the student an [employment offer](#) and cc studentwork@reed.edu on this email.
4. Hire the student in HireEm.

It is recommended that at this point the supervisor set up a time with the student to either to informally discuss the position or for an interview. The formality and format of this is up to the supervisor.

Once you complete the sign-up form, you will be sent more detailed instructions from the Student Work Office. Templates are provided for items **bolded in blue** to increase the ease of this process for supervisors.

Please note: the Student Work Office will refer the specific number of students you indicated that you need, not more. We ask that supervisors contact the Student Work Office if you have any concerns about hiring a student who has been referred.

QUESTIONS? CONCERNS?
CONTACT STUDENTWORK@REED.EDU