

Supervisors' Instructions for Hiring a Student

If a department decides to hire a student, all employers can go to the **Morgan State University Website @ www.morgan.edu** (see navigation instructions below) to obtain the following forms to hire a student.

- **Student Employment Contract**
- **Student Confidentiality Agreement**
- **Federal Work Study Program Pay Schedule**
- **Student Employee's work and class schedule**
- **Job Description Form**
- **Student Application**
- **Other Forms that are needed – Supervisor's Agreement, Work Study Office Paper Timesheet and the Employer's Directory**
- Once the Employer has obtained the documents needed, all forms are to be completed in their entirety. Once forms are completed the student must submit the following documents to the Student Employment Office: Student Employment Application along with an updated resume, Student Confidentiality Agreement, Student Employment Contract, Job Description Form, the Student's work and class schedule, and a copy of the student's Official Morgan State University Class Schedule.

All forms are necessary for the Student Employment Office to ensure an accurate and expedient employment verification process of the selected applicant. After the employment verification process is completed, the student will return a copy of their approved contract and other paperwork given to them by the Federal Work Study Office to their Supervisor. They are now ready to start work. All contracts will start on a valid pay week.

Navigational Instructions to Obtain Forms From Website

- Employers can go to the Morgan State university Website @ **www.morgan.edu**
- Employers can click the **Office of Admissions Heading**
- Employers can scroll down until they get to **Financial Aid** and click on the tab
- Employers can scroll down to the **Federal Work Study** heading
- View the headings under **Federal Work Study** and click on the tab **Supervisors Forms**
- **All Forms are listed**