

Colorado College

Student Employment Process for Supervisors

A step-by-step guide



Supervisor posts position in Handshake for a minimum of 5 business days.



Students apply to job posting through Handshake.



Applicants are interviewed and selected.
If new hire has never worked at CC then they complete SE paperwork in financial aid office.



Supervisor submit new hire EPAF through their SSB. This sets up position.



Student is now a student employee and able to begin working and completing timesheet.