U of T Work Study (WS) Program: An Overview

1. Prospective Employers
   - Confirm funding and approval for hiring a WS position, per U of T faculty/divisional process

2. WS Position Submission via CLNx
   - Eligible employers submit position(s) for approval; all WS positions are confirmed via email

3. Student Application Period via CLNx
   - Eligible students apply to WS postings; Employer may set dates earlier than the general application deadline

4. WS Hiring Period
   - Employer manages recruitment process internally to identify successful candidate(s)
   - Employer works with departmental administrator to issue WS Letter of Offer AND submit the Online Hiring Approval before the hiring deadline

5. Onboarding
   - Hiring department completes all internal onboarding procedures with student: payroll, mandatory training, etc.
   - Create a mutually agreeable work schedule; all WS hours must be supervised

6. Student Begins Work
   - All WS students and Employers must receive electronic approval PRIOR to commencing work
   - Set Learning Goals together

7. While Working
   - Timely payroll processing is critical
   - Ongoing formal and informal feedback/evaluation
   - Student must continue to maintain eligible registration and/or course load

8. Program Wrap-Up
   - All WS contracts end on the final day of the program; extensions are not permitted
   - Follow all departmental offboarding procedures
   - Co-Curricular Record validation