



Student Employment Interview Form 2025-2026

Student Information

Student Name: _____ Preferred Name: _____

Phone Number: _____ School Email: _____

Classification (circle one): First Year Sophomore Junior Senior

Anticipated Graduation Date (M/Y): _____

Are you an international student? Yes No

Relevant Job History and Qualifications:

List any current student jobs below:

Job Title:	Supervisor:
_____	_____
_____	_____
_____	_____

Supervisor Interview

TO BE COMPLETED BY SUPERVISOR

Job Title: _____ Department: _____

Employment Status (circle one): Hired Not Hire

Assigned hours per week: _____

Comments:

Supervisor Signature: _____ Date: _____

Supervisor Print Name: _____

If hired, please complete Conditions of Work agreement on backside of this form with your supervisor.





Student Employment Conditions of Work 2025-2026

Review and initial next to each statement:

_____ I understand that I cannot work a paid position without completing all needed paperwork for Human Resources and having a Paycom profile.

_____ Student employment opportunities are limited, and my supervisor depends on me for the effective dates of employment and the assigned hours. Work which has been assigned may be withdrawn at any time by the supervisor or the Director of Human Resources for any of the following reasons: (a) Failure to maintain a high standard of conduct as defined by my supervisor, (b) Negligence or inefficiency in the performance of work which has been assigned, or (c) The position has been eliminated.

_____ If an opportunity for student employment is included as part of my need-based financial aid package, otherwise known as Federal Work-Study, federal regulations require that the proceeds be used for payment of expenses that are related to the cost of my college or job-related expenses. I agree to monitor my hours worked and earnings to assure that I do not earn more than the maximum amount allowed as indicated by financial aid. If I earn more than the maximum amount of my eligibility, my financial aid package will be subject to adjustment. Per Department of Education policy, **students are not allowed to work more than 20 hours a week.**

_____ If I have not been awarded a need-based job opportunity (Federal Work-Study) as part of my financial aid package, for some job positions, my employment may be terminated, or my hours reduced if it is necessary for the College to place an eligible student in this assignment.

_____ I understand that I must obtain authorization from Human Resources, Financial Aid, and my supervisor before accepting any other campus employment positions.

_____ Each student employee is responsible for clocking in/out during their actual hours worked and approving their timesheet monthly for the previous month work, to be paid out on the 25th of the month.

_____ **I understand that if I am no longer working a position, I will email Human Resources at studentemployment@randolphcollege.edu to update my Paycom profile.**

_____ **I understand that I cannot work until Human Resources has all my information in Paycom and I have a Paycom Profile to clock hours worked.**

Student Signature: _____ Date: _____

Student Print Name: _____

****Note to Supervisors: Students cannot work until students return forms and all information has been entered into Paycom, you will receive an email for any new student employees. ****

Supervisor Signature: _____ Date: _____



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COLLEGE