

## STEP ONE: DETERMINE ELIGIBILITY

To determine whether your organization meets our definition of community service, ask yourself the questions listed on the right.

Does your organization seek to improve the quality of life of community residents? Is it a non-profit or government agency?

## STEP TWO: ENTER VERIFICATION PROCESS

Contact Marlena Hartz at (303) 871-6795 to begin the verification process with the DU Office of Student Employment.

The Office of Student Employment will need a copy of your agency's 501(c)(3) status and its by-laws or regulations.

## STEP THREE: SIGN A CONTRACT

Off-campus employers must sign a contract with the Student Employment office. It will outline the agency's federal share of student wages, typically 30 percent.

Ensure the Office of Student Employment has the original copy of the contract and wait to receive approval to begin the hiring process.

## STEP FOUR: ENTER THE HIRING PROCESS

Sign up for an online account at [www.du.edu/studentemployment](http://www.du.edu/studentemployment). Then, post the position on this website.

Interview candidates. Make an offer to student of your choice. Submit a new hire form and wait to receive DU approval **before** student begins work.