



TREASURE VALLEY COMMUNITY COLLEGE

Cooperative Work Experience - Student Checklist



Search CWE Internship postings: **TVCC.CC > College Services > Career Resources > Student Job Opportunities > Cooperative Work Experience Future Ready Oregon YDD for Students.** When you find a position to apply for start your CWE checklist.

- ☐ Create or update resume and cover letter tailored to the job you are seeking. Schedule an appointment with Future Ready Oregon Grant Cooperative Work Experience Coordinator Jessica Smith (jsmith@tvcc.cc) for review prior to submitting application.
- ☐ Complete application and submit with supporting documents requested.
- ☐ **If selected for an interview** - get prepared, review common interview questions, research the company, schedule mock interview if you need additional support. Have 2-3 questions for the interview committee/ company you are interviewing with.

All interviewees will receive notification from TVCC Human Resources regarding the outcome of the interview. If you are the successful candidate and accept the internship you will begin the new hire process.

New Hire - TVCC Human Resources Requirements

- ☐ I9 (Employment Eligibility Verification) - Documentation is required and in most cases two forms are needed. US Passport, Drivers License, Social Security Card, Birth Certificate are the most common. **Originals are required.**
- ☐ W4 (Employee's Withholding Certificate)
- ☐ Background Check Authorization Form
- ☐ Confidentiality Agreement
- ☐ Establish tentative start date: _____

New hire Company Requirements:

- ☐ _____
- ☐ _____

Meet with CWE Coordinator

- ☐ Review Student Employer Handbook (documents required, time sheet, payroll)
- ☐ Receive CWE Completion Folder
- ☐ Complete request for Grant Funded Payment