**How to become a supervisor in the Students Work Job Board?**

Becoming a Student Employee Supervisor

[ ]  **Set-up an appointment with your Business Manager to get Combo Code & Job Code**

[ ]  **Register for a Students Work Job Board account**

* Navigate to <http://www.uvm.edu/sfs/hirestudents>.
* Follow the on-screen instructions.

[ ]  **Receiving Approval**

Read an email from the Student Employment Office granting access to the Job Board

[ ]  **Agree to the Supervisor Agreement**

Read the [Supervisor Agreement](http://www.uvm.edu/~stdfinsv/stemploy/?Page=supervisoragreement.html&SM=employersubmenu.html)

[ ]  **Post a Job**

In the Job Board:

* Post a job using the "My Student Employment Jobs" tab or Hot Key "j".
* Follow the on screen form.
* Identify if your job is for 0997 - UVM Federal Work Study or 0998 - UVM Student Employee.
* Submit your job for approval to the Student Employment Office.
* As soon as your job is approved, you will receive a system generated email.

<http://www.uvm.edu/~stdfinsv/stemploy/?Page=employers.html&SM=employersubmenu.html>