1

Students meet with a CalWORKs Advisor to confirm eligibility and receive assistance with resume development and job readiness skills to prepare for work-study opportunities.

2

Students complete the CalWORKs Work-Study Interest Application and submit documents such as updated resumes, unofficial transcripts, and current class schedules to begin job placement.

3

CalWORKs staff identifies potential job placements by utilizing the program's work-study budget allocation, collaborating with interested departments, and leveraging cabinet and district-approved funds to supplement resources. They coordinate with supervisors willing to host CalWORKs students, after which students interview for selected positions. The hosting department then selects the candidate, confirms the budget source, and sets the start date.

Student Eligibility & Intake → **Job Placement Preparation** →

Job Matching & Interview

CalWORKs Work-Study Workflow

The CalWORKs Work-Study program guides students through six key steps, from eligibility assessment and resume support to job placement, hiring, and ongoing progress monitoring to ensure academic and work success.

Process Monitoring ← **Work Hours and Timekeeping** ← **Hiring & Onboarding**

Students participate in ongoing check-ins with their CalWORKs Advisor to ensure academic progress, satisfactory job performance, and continued program eligibility.

Students typically work 15–20 hours per week, adhering to limits set by CalWORKs and county regulations, while both students and supervisors track and submit hours worked in accordance with BCC payroll deadlines.

The SPS Director processes Work-Study Assignment paperwork, followed by HR contacting the student to complete hiring forms once approvals are secured.

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