



# Muskegon Community College

221 South Quarterline Road • Muskegon, Michigan 49442 • (231) 773-9131

## Student Employee Referral Form

Contact: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_ is being referred to you under the:

Work Assistant – department monies     Work Student Program – FA monies

He/She may work up to \_\_\_\_\_ hours per week

Skills student possesses:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Athletic Assistant      | <input type="checkbox"/> Keyboarding      | <input type="checkbox"/> Microsoft Excel      |
| <input type="checkbox"/> Audio/Visual Equipment  | <input type="checkbox"/> Lab Work         | <input type="checkbox"/> Microsoft Outlook    |
| <input type="checkbox"/> Bookkeeping             | <input type="checkbox"/> Library Work     | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Clerical/General Office | <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Microsoft Word       |

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you would like to hire this student, please sign this form and ask the student to return it to me.  
Thank you!

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Muskegon Community College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its education programs, activities, and employment.