

FAQ for CIE Student Employees: ACT to Employ & Work Study

[FAQ for ACT to Employ](#)

[FAQ for Work Study](#)

ACT to Employ

Here's some common questions student employees have about [ACT to Employ](#):

- 1) Do I need to be registered with PMC to qualify for ACT to Employ?
 - No, you do not need to be registered with PMC. Any current Carleton student who has a disability can participate in ACT to Employ; no documentation is required when you register.
- 2) Do I have to disclose my disability if I'm in ACT to Employ?
 - No, any specific details of your disability will not be disclosed without your consent; your employer (ESP Coordinator/Administrator) will know that you have a disability and may require accommodations but nothing else unless you choose so.
- 3) Does being part of ACT to Employ affect my job with CIE/ESP?
 - Your position will remain the same. We may make changes to how you complete your duties if you request accommodations from us, to help meet your needs. ACT to Employ will help you identify accommodations you need and will help us ensure those needs are met.
- 4) Does being part of ACT to Employ affect my pay as a CIE/ESP employee?
 - No, you will be paid the same amount as stated in your job offer/contract that CIE/ESP provided to you when you were hired. CIE/ESP receives some funding from ACT to Employ for your position, which helps us continue to offer student employment opportunities.
- 5) How much time will this take?
 - Your appointment to register with the program is about 30-40 minutes.
 - Mid-point and end-point check-in meetings with your Student Counsellor take place each term and are 15-30 minutes long.
 - You may also participate in non-mandatory activities through ACT to Employ, such as meeting with your Student Counsellor to get some support with your CIE job, etc.
- 6) How do I register with ACT to Employ?
 - Please follow [the instructions here](#) to book an appointment.

When you make an appointment to register in [ACT to Employ](#), a Student Counsellor will be able to explain more about the program and answer your questions in detail.

Work Study

Here's some common questions student employees have about [Work Study](#):

- 1) Does being part of Work Study affect my job with CIE/ESP?
 - Your job will not change in any way. You can expect the same duties and contract length as your peers not in Work Study.

- 2) Does being part of Work Study affect my pay as a CIE/ESP employee?
 - No, you will be paid the same amount as stated in your job offer/contract that CIE/ESP provided to you when you were hired. CIE/ESP receives some funding from Work Study for your position, which helps us continue to offer student employment opportunities.

- 3) How do I register with Work Study?
 - On September 1st (early in the morning), you will need to complete an application form on Carleton Central.
 - This application form will include questions about your budgetary expenses, such as your estimated monthly rent and food costs. If you have been out of high school for less than 4 years, you may need your parents' gross annual income.

- 4) How much time will this take?
 - Your online application will take approximately 30-60 minutes to complete.