



The Student Works Posting Process

- Search for the relevant students by selecting the relevant category of workers you are looking for.
- The form must be completed fully and accurately to ensure that only the relevant students for the job are presented in your search.
 - When entering the task description please be as detailed as possible. This will streamline your process, giving students as much information as possible.
 - Enter the date, time and location of the work. For remote work, make a note in the job description that the work can only be completed remotely (the address entered will not be relevant).
- All students select their own hourly wage rates. Price disparities between students are normally a result of experience, however during your chat with students, hourly rates might be negotiable and can be edited in the “Finalise Payment” section of the confirmation process. This is always done at the student’s discretion.

Worker Confirmation

- After searching for a worker, you can contact as many students as you like to find the perfect worker for you. You will be able to view each student's profile, including their educational background, portfolios and reviews.
- After selecting to employ a student you will need to wait for their confirmation.

Paying Your Student Worker

- To protect both you (the employer) and the students working through Student Works, payment for all work agreed will be taken upon confirmation of employment.
- Payment will be processed and held in escrow until work has been confirmed as completed by both parties.
- If for any reason you wish to change your selected Student Worker, work can be cancelled, and a full refund received up to 24 hours in advance.
 - To rebook, a new search must be undertaken, and the complete booking process repeated to ensure new students presented in the search are relevant and available.

Completing the Task

- When the work required by the student has been completed, both you and the student must confirm it has been completed by pressing the “Complete” button on your work dashboard. Any extra hours work by the student can be added at this stage.
- A rating of your student worker is also required before confirmation can be completed.
 - Ratings are required to maintain the quality of student workers on the platform. Please take care whilst rating your students, as your student’s performance will be seen on their profile for future tasks.