

Quick Checklist

Student Employees/Supervision Procedure

- Student employee will not be supervised by a relative as defined by the [Nepotism policy](#).
- Prior approval granted by the Director of Athletics and President if student employee will be supervised by a coach.
- Department possesses a current student employment budget—if not, must get in touch with Vice President of Administration.
- Been through [Student Employment Supervisor Training course](#).
- Been through Timeclock Plus training overseen by the Office of Human Resources.
- Job advertisement created in consultation with the Career Center.
- [Guidelines for Student Employee Interview Process](#) have been reviewed.
- Search committee chosen consisting of Search Committee Chair (the appropriate supervisor or his/her designee) and one or more other individuals.
- Interview questions created and approved by the Assistant Director of HR. Selection of interview questions located on the [HR web page](#).
- Candidate evaluation form chosen from the [HR web page](#)—can be combined with interview questions to save time by using the combined interview question-candidate evaluation format.
- Candidate interviews scheduled.
- Interview notes taken during each candidate's interview by all search committee members present.
- Each candidate's strengths and weaknesses captured using one of the candidate evaluation forms (or combined form if selected) located on the [HR web page](#).
- Optional--candidate's references checked using one of the reference checking forms on the [HR web page](#).
- HR contacted to run a Motor Vehicle Report (when candidate will be driving for college business) or a background check (if needed).
- Candidate information routed back to Career Services in the applicant tracking system, including a detailed reason for each of those not selected for interview and/or hire.
- Interview notes, candidate evaluations, reference forms or information presented by candidates during their interviews sent to HR.

- Candidate has completed [Student Employee Confidentiality/Non-Disclosure Agreement](#).
- Candidate has social security number.
- HR new employee orientation session has been scheduled with HR.

7/17/19