

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