**Quick Checklist**

**Student Employees/Supervision Procedure**

[ ]  Student employee will not be supervised by a relative as defined by the [Nepotism policy](http://docs.bartonccc.edu/policies/1461-nepotism.pdf).

[ ]  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](https://docs.bartonccc.edu/humres/HRHiring/Student_Employee_Supervision_Training_Course.pdf).

[ ]  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](http://docs.bartonccc.edu/humres/HRHiring/studentinterviewguidelines.pdf) 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](https://internal.bartonccc.edu/humres/hiring).

[ ]  Candidate evaluation form chosen from the [HR web page](https://internal.bartonccc.edu/humres/hiring)—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](https://internal.bartonccc.edu/humres/hiring).

[ ]  Optional--candidate’s references checked using one of the reference checking forms on the [HR web page](https://internal.bartonccc.edu/humres/hiring).

[ ]  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](http://docs.bartonccc.edu/humres/HRPayroll/studentempconfagr.pdf).

[ ]  Candidate has social security number.

[ ]  HR new employee orientation session has been scheduled with HR.

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