



ON-CAMPUS NEW HIRE CHECKLIST FOR SUPERVISORS

- ❑ Prepare a position description for posting (*contact Chris Allen in Student Employment Services for a blank template to start from scratch*).
- ❑ Send electronic copy of up-to-date posting to Chris Allen.
- ❑ Position will be posted to the [SES webpage](#).
- ❑ Once a student who meets the minimum requirements for the position applies, the supervisor will receive a referral via their GRCC staff email. This will provide basic information such as the student's name, email, phone number, etc.
- ❑ It is now up to the supervisor to contact the applicant to request any additional information (resume, cover letter, etc.) or to set up an interview.
- ❑ If the supervisor decides to hire an applicant, they will then offer the position and wait for acceptance. If the applicant is not selected for hire, it is suggested that the supervisor contacts the applicant to let them know.
- ❑ To hire an applicant, the supervisor must submit an [Intent to Hire](#). Student Employment Services will then reach out to the student to coordinate the New Hire Paperwork Process.
- ❑ Once the Intent to Hire is received, the New Hire Paperwork is complete and the Background Check has cleared, SES will issue a ticket-to-work. This is sent to the supervisor via email to let them know their Student Employee is clear to work as of the date specified. **It is imperative that supervisors DO NOT let students work before the ticket to work is received, or before the date listed on the ticket-to-work.**
- ❑ Supervisor should use the Network Account Provisioning to request any type of network account / hardware modifications. A form must be submitted for each new employee, transfer of rights (including temporary leaves), or extension of access. The Network Account Provisioning Form can be found at the following link: [Network Account Provisioning Form](#).
- ❑ Once the position(s) are filled, the supervisor should contact Chris Allen in SES to let him know that their job posting can be closed. This is important so that SES will know to discontinue referring applicants to the department.