

## On-Campus New Hire Checklist for Supervisors

- ✓ Prepare a position description for posting (*contact Chris Allen in Student Employment Services for a copy of your most recent description or 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, and credit hours for current or upcoming semester.
- ✓ It is now up to the supervisor to contact the applicant to proceed further, ideally by setting up a time for 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.
- ✓ The supervisor must submit an [intent to hire](#) form before the student will be allowed to work.
- ✓ Assuming the offer is accepted, the supervisor will inform the student they need to report to Student Employment Services (Main 103) to complete the new hire paperwork.
  - The student will need to provide us with supporting documents for the I-9, which are listed out on [page 6](#) of the paperwork.
  - The student will also need to provide a form of support for their direct deposit. This is typically a voided check or a letter from the bank that includes the bank name, student name, routing number, and account number.
- ✓ Once the paperwork is complete, the background check clears, and the intent to hire is received, SES will issue a ticket-to-work. This is sent to the supervisor to let them know their student 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.**
- ✓ Once the position(s) are filled, the supervisor will 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.