

## Student Employment Quick Reference Guide-Supervisor

### Recruitment

1. Supervisors e-mail EL&CS open positions (December/January and May or as they open).
2. All openings (except approved TA positions) will be advertised on the Globe with an embedded link for application.
3. Students apply by submitting a resume and cover letter through ADP.

### Selection

1. Supervisors select students to interview from the pool of applicants.
2. Interviews are conducted.
3. Supervisors e-mail students who they intend to hire, copying in EL&CS.
4. Should that student/s accept, the supervisor should e-mail all other applicants letting them know the job has been filled.

### Employment

Before a student begins working, the Office of EL&CS must have the following:

1. Completed W-4
2. Completed I-9
3. Signed statement from the student stating they have read the student employment handbook.
4. Wage verification form.

A student **may not** begin working until the Office of EL&CS lets the supervisor know that all documents have been received and the student is clear to begin work.