**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.

7/17/19