

Supervisor Checklist for Hiring Student/Staff Assistant

Name _____

Date _____

Application sent to HR

Resume

_____ Start Date

_____ End Date

_____ Rate of Pay (9.75 min. for Student Assistants)

_____ Effort/ Hours per week

_____ Supervisor

_____ Department

_____ Account #

_____ Title of Student/Staff Assistant

New or Returning

Over 18? Yes No

Job Description Attached

Brief Justification for the position