

Supervisor Employment Process Flow Chart

Use this flowchart to navigate the process of hiring students on campus. If you have any further questions, please contact the Student Employment Office at seo@bates.edu

Start Here

Does the position exist in the [Student Job Database](#)?

No

Create a new position by filing out a "[Create a New Position](#)" form

Receive a notification that the position has been created by the Student Employment Office

Post the position for students to apply for by submitting a "[Post an Existing Position](#)" form

Yes

Receive a notification that the Student Employment Office has posted your position on Handshake

Receive students' resumes and cover letters directly to your email and go through the selection process

Submit a [Hiring Form](#) for the Student

Have your student send a verification of their [Bates Work Authorization through Garnet Gateway](#)

Instruct your student to go to the [Student Employment Office](#) website for instructions on the Bates Work Authorization process

No

Is the student you hired Bates Work Authorized?

Yes

Your student can now start working

If you need to make any changes to your student's position in the future, submit a [Hiring Change Form](#)