Supervisor Employment Process Flowchart

Start Here

Review Student Job Database for General position or a currently active position in your department.

Does a position exist on the Student Job Database that fits your needs?

Yes

Submit Student Employment Forms: Post Existing Position

Receive notification that position has been posted on Handshake

Student resumes and cover letters delivered to your email. Go through hiring process and make job offers.

No

Create or Modify a position?

Yes

Create

Submit Student Employment Forms: Create New Position

Did you enter application acceptance begin and end dates?

Yes

Receive notification that position has been created or modified

No

Modify

Submit Student Employment Forms: Modify Existing Position

Does a position exist on the Student Job Database that fits your needs?

Yes

If changes to the position are necessary in the future submit Student Employment Forms: Change Current Student Employee Position Information

Student can begin working

Submit Student Employment Forms: Hire. Indicate student has worked at Bates.

Is student Bates Work Authorized?

Yes

Ask student to send verification of Bates Work Authorization through Garnet Gateway

No

Submit Student Employment Forms: Hire. Indicate student has not worked at Bates.

Student Employment Office will contact the student to begin employment onboarding process

If you have any further questions, please contact the Student Employment Office at seo@bates.edu

Student sends verification of Bates Work Authorization through Garnet Gateway