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

No

Create or Modify a position?

Create

Submit Student Employment Forms: Create New Position

Modify

Submit Student Employment Forms: Modify Existing Position

Did you enter application acceptance begin and end dates?

Yes

Receive notification that position has been created or modified

No

Receive notification that position has been posted on Handshake

Receive notification that position has been created or modified

Submit Student Personnel Action: Hire – Has BWA via Garnet Gateway

Is student Bates Work Authorized? How do I know?

Yes

Student can begin working

No

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

Submit Student Personnel Action: Hire – Needs BWA via Garnet Gateway

If changes to the position are necessary in the future submit the appropriate Student Personnel Action via Garnet Gateway

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