Supervisor Position Management Flowchart

Supervisors, please use this flowchart to navigate your responsibilities in the student employment process. For each step, website links are provided so you may successfully complete them. If you have any questions, please contact the Student Employment Office at seo@bates.edu.

START

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

DOES A POSITION EXIST ON THE JOB DATABASE THAT FITS YOUR NEEDS?

- No
  - CREATE OR MODIFY A POSITION?
    - Create
      - Submit Student Employment form: Create New Position
    - Modify
      - Submit Student Employment form: Modify Existing Position

- Yes
  - Submit Student Employment form: Post Existing Position

CREATE OR MODIFY A POSITION?

- No
  - DID YOU ENTER APPLICATION ACCEPTANCE BEGIN/END DATES?
    - No
      - Receive notification the position has been created/modified
    - Yes
      - Receive notification the position has been posted on Handshake

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

For Onboarding Information
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START

Have a student accept your job offer

IS STUDENT BATES WORK AUTHORIZED? HOW DO I KNOW?

Yes

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

STUDENT CAN BEGIN WORKING

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

No

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

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

Student sends you verification of Bates Work Authorization through Garnet Gateway