

## Central Ohio Technical College Intent to Hire – Student Employment

**Supervisor Instructions:** Use this form after you have made the decision to hire a Student Employee. Complete the entire supervisor section and submit the form (front & back) to the Student Employment Coordinator. The student’s eligibility will be verified, and the necessary paperwork will be initiated.

### Supervisor Section:

Student Name:				
Student Email:	Student ID#:			
Has the student completed the on-boarding process for another position?	<table border="1" style="margin: auto;"> <tr><td style="text-align: center;">YES*</td></tr> <tr><td style="text-align: center;">NO</td></tr> </table>	YES*	NO	*If yes, for which department was it completed?
YES*				
NO				
Supervisor’s Delivery Method for New Hire Paperwork. <i>(choose one option)</i>		I will direct this student to the <a href="#">New Hire Packet</a> link (Step 3, Item 1) to print.		
		I request the New Hire Packet be mailed via USPS to this student.		
		I will instruct this student to pick up the New Hire Packet at the Student Financial Services Office.		
		I will give the New Hire Packet to this student.		
		Student has already completed the New Hire Paperwork.		
Comments:				
Supervisor’s Name:	Job Description #:			
Supervisor Signature*:	Date:			

\* My signature certifies that I understand and will abide by the Student Employment guidelines as described in the Supervisor Handbook and Human Resources’ Student Employment policies. I will ensure all safety precautions included at [COVID-19 Updates \(cotc.edu\)](https://www.cotc.edu/covid-19) will be followed by myself and the Student Employee.

\*\*\*\*\*

### Coordinator Section:

Enrollment:	SU:	AU:	SP:		
Work Permit Required?	NO	DOB:		HS Grad?	
	YES	Req'd?		Rec'd?	
Background Check Required?	NO	YES	Online?		FBI/BCI?
	Requested?			Cleared?	
	Tracking Sheet Updated				
Application on File?	YES	NO	Sent?		
New Student Employee Packet Distributed?	Link - Mail - In Person - Supervisor - NA				
Funding Source?	Wages				
	FWS				
	Amount?				
	Accepted?				
	Fees Paid?				
SAP?					
Record & Payroll Authorization Sent?	Date:				