

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 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?	<input type="checkbox"/> YES* <input type="checkbox"/> NO	*If yes, for which department was it completed?
Supervisor’s Delivery Method for New Hire Paperwork. <i>(choose one option)</i>		I will direct this student to the New Hire Packet 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	On-Line?		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?			
Record & Payroll Authorization Sent?	Date:					