

## 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 it to the Student Employment Coordinator via [email](#) or in person at the Student Financial Services office. The student’s eligibility will be verified, and the necessary paperwork will be initiated, **including the New Hire Packet.**

### Supervisor Section:

|   |  |      |    |
|---|--|------|----|
| Student Name:   |  |      |    |
| Student Email:  | Student ID#:   |      |    |
| Has the student completed the on-boarding process for another position? | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">YES*</td> </tr> <tr> <td style="text-align: center;">NO</td> </tr> </table> | YES* | NO |
| YES*  |  |      |    |
| NO  |  |      |    |
| *If yes, for which department was it completed?                         |  |      |    |
| 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 \(cotc.edu\)](#) will be followed by myself and the Student Employee.

### Coordinator Section:

|   |                        |             |              |
|---|------------------------|-------------|--------------|
| Enrollment                              | SU:                    | AU:         | SP:          |
| Work Permit                             | NO                     | DOB:        | HS Grad:     |
|   | YES                    | Req’d:      | Rec’d:       |
| Background Check                        | NO                     | YES         | Online:      |
|   | Requested:             |             | Cleared:     |
|   | Tracking Sheet Updated |             |              |
| Application on File                     | YES                    | NO          |              |
| New Student Employee Packet Distributed | Email                  | - In Person | - Mail - N/A |
| Funding Source                          | Wages                  |             |              |
|   | FWS                    |             |              |
|   | Amount:                |             |              |
|   | Accepted:              |             |              |
| Fees Paid:                              |                        |             |              |
| SAP:                                    |                        |             |              |
| Record & Payroll Authorization Sent     | Date:                  |             |              |