Student Employment Checklist

Student Employees are employees and must be fully vaccinated before starting work or have an approved medical/religious exemption on file.

- ✓ Be **registered for at least 6 credits** per term.

- ✓ **Under 18?**

    - ○ Complete a **Parent/School Authorization Form** and return to careerservices@clark.edu.

    - ○ Students attending classes at their high school are required to complete the School Authorization section prior to submitting for processing. *Students who are under 18 that have not had their forms processed will not be able to access the quiz.*

- ✓ Complete the **Student Employment Quiz**: MyClark@Clark > Paying for College > Student Employment.

    - ○ Earn a passing score of 70% to access the job board.

- ✓ You will see a list of jobs that you qualify for, if you're interested in applying, click the "**Request Job Referral**" button at the bottom of the posting.

- ✓ You may request up to two referrals per day.

- ✓ The supervisor will reach out via phone or email to schedule an interview with you.

- ✓ Do you need help with your interviewing skills? Contact careerservices@clark.edu for support.

- ✓ Do you need help building a resume? Email careerservices@clark.edu for support.

    - ○ We recommend you send a word document copy of your **resume** to CareerServices@Clark.edu for review.

    - ○ If you do not have access to the Microsoft Word app, sign into Office 365 using your student login information to access Microsoft Word online.

- ✓ If you are offered the position, you will receive an email from Human Resources to complete the background check (Checkr).

- ✓ Once the background check goes through, you will receive the next steps in the hiring process.