



**STEP 1: DEPARTMENT INFORMATION**

DEPARTMENT	LOCATION (I.E.: HGA #00)	DEPT. SUPERVISOR	DEPT. SUPERVISORS' PHONE	DEPT. SUPERVISORS' EMAIL
IS YOUR DEPARTMENT CURRENTLY PARTICIPATING IN THE STUDENT WORKER PROGRAM?				Y    N
IF "NO", HAVE YOU EVER PARTICIPATED IN THE STUDENT WORKER PROGRAM?				Y    N
IF YOU HAVE PARTICIPATED IN THIS PROGRAM BEFORE BUT AREN'T NOW, WHAT IS THE REASON YOUR PARTICIPATION ENDED? PLEASE BE AS SPECIFIC AS POSSIBLE.				

**STEP 2: CURRENT PARTICIPATION DETAILS**

IMMEDIATE SUPERVISOR	OFFICE PHONE	HSSU EMAIL	<b><i>IF YOU ARE NOT CURRENTLY PARTICIPATING IN THIS PROGRAM, PLEASE SKIP TO STEP 3.</i></b>
SECONDARY SUPERVISOR	OFFICE PHONE	HSSU EMAIL	
HOW MANY STUDENT WORKERS DO YOU HAVE?		IS THIS SUFFICIENT? IF NOT, HOW MANY DO YOU NEED TOTAL?	
IF YOU HAVE SPECIFIED THAT THE CURRENT NUMBER OF ASSIGNMENTS YOUR DEPARTMENT HAS IS NOT ENOUGH, PLEASE EXPLAIN WHY YOU NEED MORE. BE AS SPECIFIC AS POSSIBLE.			
WHAT DUTIES ARE YOUR STUDENT WORKERS RESPONSIBLE FOR?			
HOW DO YOU DETERMINE YOUR STUDENT WORKERS' SCHEDULE FOR THE SEMESTER?		DO YOU HAVE ANY POLICIES OR PROCEDURES OUTSIDE OF THE GENERAL PRACTICES THAT ARE ENFORCED UPON YOUR STUDENT WORKER? PLEASE EXPLAIN.	
DO YOU HAVE ANY FORMS THAT YOU REQUIRE YOUR STUDENT WORKER TO SIGN OUTSIDE OF THOSE DISTRIBUTED BY THE STUDENT WORKER PROGRAM COORDINATOR? IF SO, PLEASE IDENTIFY THESE FORMS AND THEIR IMPORTANCE.		IS THERE A DISCIPLINARY SYSTEM IN PLACE THAT IS SET IN PLACE THAT IS SPECIFIC TO YOUR DEPARTMENT? IF SO, PLEASE IDENTIFY WHAT THIS SYSTEM CONSISTS OF.	

**PLEASE ATTACH A COPY OF ALL FORMS USED IN YOUR DEPARTMENT THAT ARE NOT DISTRIBUTED BY THE STUDENT WORKER PROGRAM COORDINATOR.**

**STEP 3: SEEKING PARTICIPATION** (INFORMATION SHOULD BE EXPECTATION-BASED)

IMMEDIATE SUPERVISOR	OFFICE PHONE	HSSU EMAIL
SECONDARY SUPERVISOR	OFFICE PHONE	HSSU EMAIL

***IF YOU ARE CURRENTLY PARTICIPATING IN THIS PROGRAM, PLEASE SKIP TO STEP 4.***

HOW MANY STUDENT WORKERS DOES YOUR DEPARTMENT NEED?

PLEASE EXPLAIN WHY YOUR DEPARTMENT NEEDS STUDENT WORKERS. IF YOU LISTED MORE THAN ONE (1), PLEASE EXPLAIN THE NEED FOR MULTIPLE ASSIGNMENTS.

WHAT DUTIES WILL YOUR STUDENT WORKERS BE RESPONSIBLE FOR?

WHAT WILL STUDENT WORKERS GAIN BY BEING ASSIGNED TO WORK IN YOUR DEPARTMENT FOR THE ACADEMIC YEAR?

**STEP 4: DESCRIBE YOUR IDEAL CANDIDATE**

MAJOR:	CLASSIFICATION:	GPA:
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IS EXPERIENCE PREFERRED? PLEASE EXPLAIN.

WHAT SOFT-SKILLS ARE PREFERRED?  
(I.E.: TYPING SPEED, PROFICIENCY IN A FOREIGN LANGUAGE, ETC.)

WHAT HARD-SKILLS ARE PREFERRED?  
(I.E.: FLEXIBILITY, TEAMWORK, COMMUNICATION, MOTIVATION, ETC.)

IS THERE ANY OTHER QUALITY THAT YOU IMAGINE YOUR DEPARTMENTS' IDEAL STUDENT WORKER WOULD POSSESS?