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.