SECE Hire Flow Chart

NOTE: Students shall NOT start working until the process below is completed. Supervisor/Preparer completes KapCC Request to Supervisor/Preparer Select Fill Form, opens/creates job. Offer reviews candidates and applicant & Instructions can be found in accepted? conducts interviews make offer the Employer Handbook starting on page 12 NO YES YES NO Is there a viable alternative candidate? Supervisor/Preparer creates SEWA (Student Employment Work Agreement) on SECE. Supervisor/Preparer uses the Placement Once decision is made, Supervisor/Preparer works with student to complete the **Student** Tab and clicks on the number of applicants on the job they are hiring for. A list of **Employment Checklist** applicants should show up with a hire button on the side of each name.

Student brings to HR: 1) Completed employment forms as listed on Student Employment Checklist 2) Valid original documents needed

for Section 2 of the I-9 Form to HR

Supervisor ensures that Student fills out <u>Section 1</u> of I-9 in <u>SECE</u> (Documents and Forms Tab)

> HR completes Section 2 of the I-9 and approves hire as Additional Approver

SEWA routes for approval:
Business Office and Student
Employment (HR). Upon Final
approval of SEWA, Supervisor
will receive a confirmation email.
NOTE: Students shall not begin
working until final approval email
is received by supervisor.