



## Student Employment Interview Form 2023-2024

You may not begin to work until this form is completed in its entirety, along with all other employment paperwork. If you have questions, you can email: [studentemployment@randolphcollege.edu](mailto:studentemployment@randolphcollege.edu).

### A. Student's Information

Students Last Name	First Name	M.I.	Student's P#/People Code ID

### B. Student Employment Information

Have you been hired for other position(s)?    Yes ☐                      No ☐

If yes, please list here: \_\_\_\_\_ Scheduled hours per week: \_\_\_\_\_

If not, do you plan to work multiple positions? Yes ☐                      No ☐

### C. Relevant Job History and Qualifications

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### D. Supervisor Interview

Please contact the supervisor via the email listed on the job posting to schedule a job interview as soon as possible.

**You will need to take your class schedule to the interview.**

#### TO BE COMPLETED BY SUPERVISOR

Employment Status:    ☐ Hired                      ☐ Not Hired

Number of Hours Scheduled to Work per Week: \_\_\_\_\_

Comments: \_\_\_\_\_

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Supervisor Name (Printed)	Department/Position
Supervisor Signature	Date

**Note to supervisor: Upon completion of the interview (regardless of hiring status), please send copy of this form to [studentemployment@randolphcollege.edu](mailto:studentemployment@randolphcollege.edu). In the subject line, please indicate job position. Student cannot work until all information is entered into Paycom, and student signs work agreement.**