

Student Employment Checklist

- ✓ 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.