

Checklist for Semester Intern

Applicant Name _____ Date _____

- 1. Prepare a job description detailing the following:
 - Responsibilities and expectations
 - Hours required for the position on a weekly basis
 - Length of expected service
- 2. Post available position or speak with desired candidate
- 3. Have applicant fill out BGCO application form
- 4. Send email address of applicant to Carissa at the state office for background check
- 5. Conduct an interview

Offering the position:

- 1. Offer the position dependent upon positive results from a background check
- 2. Have applicant watch the BGCO orientation webinar by Thomas Jordan and sign the Personnel Policy Acknowledgment.
The webinar & acknowledgment are located on the [Director Resource](#) page on the BGCO web site.
- 3. Make applicant aware of starting date and compensation package offered

Upon acceptance of the position:

- 1. Sign and date Pay Rate for BCM Paid Employee form
- 2. Provide employee with OMB 1210-0149 (record date on Pay Rate form)
- 3. Register employee with Oklahoma Employment Security Commission. This can be done on the following website: <https://apps.ok.gov/oesc/newhire/app/index.php> (Once employee is registered, record date on Pay Rate form).
- 4. Keep the original Pay Rate for BCM Paid Employee form for your records and send a copy to Carissa at the state office to begin receiving funds.
- 5. Add person to your workmen's compensation list
- 6. Get payroll information from applicant for bi-monthly compensation. Payroll will be handled on the local campus.

End of Employment Procedure

- 1. Notify Carissa at the state office of final day of employment
- 2. Remove from workman's compensation list

Timesheets

Part time timesheet can be found on the [Director Resource](#) page on the BGCO web site.