

## Checklist for Applicants

- Go to <https://jobs.weber.edu>
- To search positions, click the **Search Postings** link on the left purple column. Select **Writing Tutor**.
- To apply for the job, click the **Create Application** link on the left, and follow the instructions.
- After you apply online, follow up by visiting Claire Hughes in the Writing Center, EH 210 or her office EH 263 on the faculty hallway for face-to-face chat. Fill out the Writing Center handwritten application and turn it in with a writing sample.
- When you are hired, you will go to the **Payroll Office**, MA 111, to fill out three forms:
  - **I-9** form. For this, you will need either your SS# card plus picture ID, or just your passport.
  - **W4** form, listing your married/single status and the number of exemptions you want to claim.
  - **Direct deposit** approval. WSU prefers to pay by direct deposit. For this, you will need to bring your checking account **routing number**.
- Once you have completed the necessary forms, you may begin working.
- Be certain to register for **English 3840**, Principles and Practice in Tutoring Writing. Ask Claire for the **CRN**.

If you have any questions or concerns, please call me (Claire) 801-626-8722.