Checklist for Applicants

- Go to https://jobs.weber.edu and create an account with a username and password.

- To search positions, click the Search Postings link. Select Writing Tutor, Ogden. Or you can search by entering the job #H00181P.

- Complete the online application. When it asks for a Document at the end, please upload an academic writing sample of your choice. That’s the only document needed.

- After you apply online, follow up by getting a face-to-face interview with the Writing Center coordinator, Claire Hughes. You can drop in, email, or send a Google Email Chat first to get an appointment time at clairehughes@weber.edu.

- Please also download the paper application from this FAQ page on the Writing Center website and turn it in when you have your interview.

- After you are hired, you will go to the Payroll Office, MA 111, to fill out forms that include these:
  - 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 bank account routing number.

- You will receive an email from Human Resources, giving directions for how to accomplish your online background check.

If you have any questions or concerns, please send a Chat message or email to me: clairehughes@weber.edu. Or you can text me 801-920-7120, adding your full name in the text.