

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.