

Employer FORM

Pathways To Success Inc.

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WEX Employer Form	
Company	
Contact Name	
EMAIL	
TELEPHONE	
Part Time/ Full Time	
Hiring Age	
Soft and Hard Skillset Requirements	

Guidelines of the Referral Process
HR will review the candidate`s profile to determine if the candidate will be invited to participate in an in-person interview.
After the Interview process is complete, HR will review the referred candidate`s profiles collectively and start the selection process.
Due to limited openings, HR will choose candidates with the strongest profile to move forward to orientation.
After a successful completion of the Pathways WEX Orientation, candidate will begin Phase 2 of the interview process with the hiring organization.

Key Responsibilities and Expectations of the Student Employee

-- Remember to include a copy of company's employee handbook and interview questions. --

HUMAN RESOURCES USE ONLY

DATE RECEIVED	NOTES:
DATE OF CONTACT	
DATE of Agreement	
HR REP SIGNATURE	