

Employer FORM

Pathways To Success Inc.

ATTN: Dominique Scott

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WEX Employer Form

Company	
Contact Name	
EMAIL	
TELEPHONE	
Part Time/ Fill 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

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— 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		