

# EMPLOYMENT CHECKLIST FOR SUPERVISORS OF SCEP STUDENTS

## Appointing a SCEP Student

\_\_\_\_\_ Appointing package submitted with SF-52\* "Request for Personnel Action", OF-8, Position Description (PD), working agreement and student's application including transcripts for all completed course work. If not currently in school, need copy of registration or letter of acceptance from school.

### Student on first work phase

\_\_\_\_\_ Orientation provided by supervisor

\_\_\_\_\_ Student performance appraisal submitted to Division of Human Resources (HR) at the end of work phase if the SCEP worked more than 90 days and was on board September 30. Student Progress report submitted to HR if the SCEP student worked less than 90 days.

\_\_\_\_\_ Completed Training Form and submit to DCR with a copy to HR.  
(Complete if any formal or informal training has been completed.)

\_\_\_\_\_ Leave without Pay (LWOP) SF-52\* submitted when student returns to school.

\_\_\_\_\_ Student completes student evaluation.

\_\_\_\_\_ T & A completed for student while on LWOP.

### Student on Second work phase

\_\_\_\_\_ Return to Duty (RTD) SF-52\* submitted when student returns to work.

\_\_\_\_\_ Travel Authorization and travel voucher prepared.

\_\_\_\_\_ Student performance appraisal submitted to Division of Human Resources (HR) at the end of work phase if the SCEP worked more than 90 days and

was on board September 30. Student Progress report submitted to HR if the SCEP student worked less than 90 days.

\_\_\_ Completed Training Form and submit to DCR with a copy to HR.  
(Complete if any formal or informal training has been completed.)

\_\_\_ Leave without Pay (LWOP) SF-52\* submitted when student returns to school.

\_\_\_ Student completes student evaluation.

\_\_\_ T & A completed for student while on LWOP.

Completion of educational program (received degree/certification/diploma)

\_\_\_ Student recommended for conversion by supervisor.

\_\_\_ Conversion package submitted to include SF-52\*, OF-8, PD, and notification from school of completion /graduation.

\*All SF-52 packages must be submitted through the chain of command.