



README for Filling Out and Returning Employment Forms to OEOP

This hiring packet includes the following employment requirements:

Materials to be returned:*

Employment Form: Google Form

Staff Agreement: 2017_Agreement_Lastname_Firstname.pdf

Biographical Sketch: 2017_Bio_Lastname_Firstname.pdf

Confidentiality Agreement: 2017_Confidentiality_Lastname_Firstname.pdf

Media Release Form: 2017_Media_Lastname_Firstname.pdf

MIT Code of Conduct: 2017_MIT_Code_Lastname_Firstname.pdf

Headshot: 2017_Headshot_Lastname_Firstname.jpg (or .png)

Additional required action items

MIT Background Check Form and Process

I-9 Employment Verification Process

For your reference

Job Description: PDF

*Materials that need to be returned should be sent to the coordinator of the respective program. **Materials should be returned in electronic form.**

Employment Requirement Guidelines

Employment Form: Google Form

- Fill out and submit the form here: <https://goo.gl/forms/eCyOMSiH0mOYdA6l2>

Staff Agreement: 2017_Agreement_Lastname_Firstname.pdf

- Read the agreement carefully.
- Sign, scan, and rename the file as described above using *your* last and first name and return it to the program coordinator **via email** with the other forms.
- Please submit in **.PDF format**.

Biographical Sketch: 2017_Bio_Lastname_Firstname.doc (or .docx)

- Complete the biographical sketch according to the instructions provided in the document.
 - Return it to your program coordinator **via email** with the other forms.
 - Please submit in **.DOC or .DOCX format (no PDFs, please)**.
 - **NOTE:** You need to complete a bio even if you are a returning employee and you submitted a biographical sketch in the past.
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Confidentiality Agreement: 2017_Confidentiality_Lastname_Firstname.pdf

- Read the confidentiality agreement carefully.
- Sign, scan, and rename the file as described above using *your* last and first name and return it to program coordinator **via email** with the other forms.
- Please submit in **.PDF format**.

Media Release: 2017_Media_Lastname_Firstname.pdf

- Sign, scan, and rename the file as described above using *your* last and first name and return it to manager or coordinator **via email** with the other forms.
- Please submit in **.PDF format**.

MIT Code of Conduct: 2017_MIT_Code_Lastname_Firstname.pdf

- Read the code of conduct agreement carefully.
- Sign, scan, and rename the file as described above with *your last name and first name* and return it to program coordinator **via email** with the other forms.
- Please submit in **.PDF format**.

Headshot: 2017_Headshot_Lastname_Firstname.jpg (or .png)

- Send a **high quality** headshot of yourself.
- You should be the only person in the picture with a neutral background.
- Rename the image as described above using *your* last and first name.
- Please submit in **.JPG or .PNG format**.

MIT Background Check Form and Process:

Local (Preferred):

Bring the completed form and required identification documents* to the security and emergency management office. Background check appointments are now available in the E17 Atlas Service Center for background checks on Mondays and Wednesdays between 9AM – 1PM and on Tuesdays and Thursdays from 10AM – 12PM. Walk-in service is available in N52.

*Required identification documents include: US drivers license, passport, state identification card, or international passport. For a full list of acceptable documents, please contact the security and emergency management office.

Non-Local:

Please type "REMOTE_Firstname_Lastname" in the 'Applicant Name' field of the included form and send the form back to the OEOP. You will receive an email from the Security and Emergency Management Office with a link and authorization code needed to submit the required paperwork. One of the forms that you will need to complete (the CRA), needs to be notarized prior to uploading it. [Notaries can be found at most banks, real estate offices, libraries, town halls and law offices.](#)

NOTE: Employment cannot be confirmed until the background check process is complete. Annual background checks are required. Required background check forms should be submitted at least 4 weeks prior to the start of the program.



I-9 Employment Verification Process:

MIT-affiliated employees:

Federal I-9 Verification is required for employment. Please refer to the HR at MIT site for the I-9 form and information about the I-9 Process: <http://hrweb.mit.edu/i-9>. Fill out Part 1 and bring it to the Atlas Service Center located at E17-106 (<https://whereis.mit.edu/?go=E17>). You may also walk-in and the Service Center team will work with you on completing the entire I-9 process.

Non-MIT affiliated employees:

The I-9 Process for non-affiliated employees is managed directly by NextSource, who also manages all payroll needs for this group. Once completed hiring packet materials are submitted, you will receive an email from NextSource outlining instructions to complete the in-person or remote I-9 Verification. Please follow these instructions carefully and contact NextSource directly with questions at 617-258-0312 or by replying to the received email. Federal I-9 Verification is required for employment.

NOTE: As this is a federal mandate, employment will not be authorized until the I-9 verification process is complete. For this reason, the I-9 process must be completed on or before the start of employment. Please contact the program coordinator for any needed clarification on this timeline.



OEOP Staff Agreement

The goal of MIT's Office of Engineering Outreach Programs (OEOP) is to provide traditionally underserved students with multiple entry points to academic and professional careers in the science, technology, engineering, and mathematics disciplines. The OEOP's core programs are MITES, E2@MIT, MOSTEC, and SEED Academy for middle school and high school students.

As a member of the OEOP Staff, you are expected to perform all of the responsibilities in your job description, which is attached to this document, and adhere to the following guidelines and policies:

Changing Work Schedule

Your work schedule is subject to change depending on the developing needs of your program, students, fellow staff members, and the OEOP. Any requests from staff for a schedule change (e.g. request to leave early or time off) will need to be given in a written format (preferably via email) at least seven days in advance. In the case of a schedule change due to an emergency, staff members must give notice to their supervisor as soon as possible.

Compensation

Co-Facilitators, Student Program Assistants, Teaching Assistants, Online Facilitators, and Resident Advisors: You will receive compensation based on the information listed in your job description. You are not authorized to work more than 40 hours per week, unless approved or scheduled by your supervisor in advance. You will be paid only for the hours that you actually work. If you leave work early or do not come into work for any reason, you will not be compensated for that time. You will begin receiving payments at the end of the payment period once your appointment has been fully processed. Please note, that first payment may be issued by hard copy to your submitted permanent address

Instructors and Workshop Leaders: You will receive compensation based on successfully fulfilling the expectations of your position. Please refer to the responsibilities listed in your job description. If you do not fulfill these responsibilities, your compensation will be reduced and based on the amount of work completed. You will begin receiving payments at the end of the payment period once your appointment has been fully processed.

Timeliness

Attendance and punctuality are important. If you are aware you will be late for work or unable to report to work because of an illness or other circumstances beyond your control, you must contact your supervisor in advance of the day of the expected lateness or absence or as soon as possible. In the case of illness, you must contact your supervisor before the workday starts or as soon as possible.

Staff Meetings & Reporting

You will be required to attend staff meetings and provide feedback on the progress of your course and students. You may also be required to submit a weekly written or oral report to your supervisor and receive oral and/or written feedback and direction.



Termination of Employment

Unsatisfactory work performance or violation of MIT policy may be grounds for termination. Examples include, but are not limited to: inadequate performance of job duties; excessive tardiness or absenteeism; inappropriate behavior; and breach of confidentiality.

Early Termination of Agreement

If you decide to terminate this agreement before the end of the term of your employment, you are requested to provide a written notice two weeks before the termination date.

Read this agreement and your job description carefully. You are encouraged to contact your supervisor to ensure that you understand this document before signing the agreement. By signing this form, you agree to fulfill the terms of this agreement and all duties and time commitments in your job description.

Name of Position

Print Employee Name

Employee Signature

Date

Supervisor Name

Program

Supervisor Signature

Date



OEOP Biographical Sketch

Please submit a 150-200 word biographical sketch in **.DOC** or **.DOCX** format (please **no** PDFs) following the guidelines provided below. For examples, reference the Staff page on the OEOP website (<https://oeop.mit.edu/oeop-staff>).

The file should be named accordingly: **2017_Bio_Lastname_Firstname.doc (or .docx)**. Replace “Lastname” and “Firstname” with your last name and first name, respectively.

Biographical Sketch Instructions

Pieces of information to include (in order of importance)

- Name
 - *Note: Use full name for first mention and first name for all subsequent mentions.*
- Position this term
- Hometown
 - *Note: Use city, state and – if applicable – country. Do not use nicknames.*
- Education
 - *Note: For current students, this should be toward the beginning and include major and relevant coursework. For experienced professionals, this should be the last sentence and include degree and major*
- If alum of OEOP program, list name of program and year
- Relevant work experience
 - *Note: This should not be a list of every job you’ve had. Mention up to three relevant positions and tell us what you did in up to a sentence. Please mention how long you’ve worked in MITES or other OEOP programs.*
- Professional/academic interests and awards
- Leadership roles
- Volunteer experience
- Relevant extracurricular activities
- Other notable accomplishments or experience
 - *Note: This does not include personal “facts” (e.g. the number of pets you have or how excited you are to be teaching this summer).*

Style notes

- Refer to yourself in the third person and avoid personal commentary
- MAX is 350 words.
- Avoid technical jargon.
- If appropriate, look for a natural place for a paragraph break
- Capitalize...
 - Specific courses: *Fundamentals of Engineering Design*
 - Academic degrees abbreviated: *B.S.*
 - Job titles preceding a name: *Head Teaching Assistant John Smith*
- Don’t capitalize...
 - Subjects: *mechanical engineering*
 - Academic degrees written out: *bachelor’s of science*
 - Job titles not preceding a name: *John served as head teaching assistant*



OEOP Confidentiality Agreement

Information contained in the Office of Engineering Outreach Programs – all records for students, finances, employees, alumni, etc. – must be maintained in a confidential manner at all times.

As an employee of an office who has access to records in computer information systems or any other source, you are required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion or disclosure of information in any such system may compromise the integrity of the system or otherwise violate individual rights of privacy and/or constitute a criminal act.

Distribution and/or reproduction of any record or information outside the intended and approved use is strictly prohibited. Illegal access or misuse of this information may be grounds for disciplinary action.

I acknowledge and agree to the above requirements.

Employee Signature

Date

Print Employee Name



OEOP Media Release

I hereby authorize Massachusetts Institute of Technology, through its agents, employees, or designated representatives to sell, reproduce, distribute or similarly use, without restriction, any photographs, or videotapes of myself and/or sound recordings of my voice, which I have made with or provided to them in connection with the OEOP Summer Programs.

I further agree to release and forever discharge said Massachusetts Institute of Technology, its agents, employees, and designated representative, from any and all claims in-law or equity that I, my heirs or personal representatives, have or shall have, arising out of said photographs, videotapes, and/or sound recordings.

Signature

Date

Print Name

Date of Birth

If Applicable

Since the person above is under 18 years of age, as the parent/guardian I also agree to the terms of this release form.

Parent/Guardian Signature

Date

Print Name

Code of Conduct, MIT Faculty, Staff and Students – Programs Involving Minors

For purposes of this Code of Conduct: 1) “**staff**” shall include, without limitation, paid and unpaid appointments, exempt, non-exempt, temporary, volunteers, MIT students (graduate and undergraduate), and visiting students from other universities; 2) “**minors**” shall be defined as individuals under age 18 who are not MIT students, and; 3) “**program**” shall include, without limitation, demonstrations, lectures, classes, tours, competitions, tournaments, or other programs, on or off campus, sponsored, sanctioned, approved or otherwise authorized by MIT involving minors.

1. Staff will maintain a respectful, professional, mentoring relationship with the minors.
2. Staff will refrain from any intimate contact with or inappropriate touching of minors.
3. Staff will refrain from intimate displays of affection towards others in the presence of minors.
4. Staff must appear clean, neat, and dressed appropriately for all program activities.
5. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, display of offensive or sexually explicit materials in any form, and any other kind of inappropriate behavior in the presence of a minor is prohibited.
6. Staff will portray a positive role model for minors by demonstrating patience, courtesy, tact and maturity.
7. Staff are not permitted to drive minors to/from their homes or to transport minors to any programming activities on a one-on-one basis. Staff must confirm insurance coverage in advance, with the Office of Insurance, for any transportation arrangements involving the group travel of minors.
8. Staff should not give any gifts to minors, nor shall staff accept gifts from minors or their family members.
9. Staff may not date minors.
10. Staff may not physically discipline or emotionally abuse minors.
11. Staff shall endeavor to limit one-on-one interactions with minors to open, public areas.
12. Staff are reminded of their obligation to comply with all MIT policies, including, without limitation, *MIT Policies & Procedures, Section 9.0, Relations and Responsibilities Within MIT* (<http://web.mit.edu/policies/9/index.html>). Staff are not permitted to use, possess, drink, or otherwise be under the influence of alcohol or illegal substances while working with or supervising minors.
13. Staff should not initiate any individual contact with minors outside of the program setting, with very limited exceptions, using social media of any kind, including, without limitation, Facebook, telephone, texting, or other inappropriate communication, and shall promptly discourage such communications from minors. Staff should only call minors for program-specific reasons (e.g. reminders for upcoming events, schedule changes, required releases, cancellations, etc.). Such communications should be brief.

My signature serves as acknowledgment that I have reviewed and will abide by the Code of Conduct for any interactions I may have with minors in my role at MIT.

Signature

Date

Return executed copy to AO or DLC HRO.



MIT Employee Background Check Form

Applicant Name: _____

Sponsoring Department: Office of Engineering Outreach Programs

Department Authorizer: Reimi Hicks

Date of Submission: _____

Transfer/ Promotion

(Circle One)

New Hire

For New Hires ONLY: Drivers' License Check?

Yes

(Circle One)

No
