

In order to assist our UT families (faculty and staff), The University of Tennessee Center for Career Development & Academic Exploration will provide a means for posting childcare and tutoring positions on Handshake, our job search platform which is searchable by UT students. The center makes no representations to the caregivers as to the nature of the families other than that they are currently employed by the University of Tennessee. In addition, the center makes no representations to families concerning the nature of students providing services. The UT families and caregivers acknowledge that the University of Tennessee is not responsible for, and will be held harmless against, any injury, loss, or other damage arising from or related in any manner to the UT families' and caregivers' use of Handshake for job postings.

**Employees are encouraged not to personally employ students or staff whom they advise, supervise, or instruct per policies FI0125 and HR0122.** Families and caregivers may reference this information for considerations around posting and applying for positions.

### **Tips for Employers wanting to hire UTK Students for Part-Time Employment in the Knoxville and Surrounding Areas**

**Tip 1:** *Handshake.* UTK students who are looking for part-time, and temporary (seasonal) employment are directed to review job openings on Handshake. Handshake is a **free** program for students and employers. It's a great way to get information about your position out to students as well as access a robust applicant pool! Be mindful that the Center for Career Development and Academic Exploration can **ONLY** post positions.

**Tip 2:** *Create a detailed posting.* Before you get started on a posting, be sure to provide the information needed to attract the right talent. Here are some suggestions for information you may want to provide:

- Job Title  
(Example: Part-Time Tutor, Part-Time After-School Child Care, etc...)
- Employer
- Interviewer
- Telephone
- Email
- Address
- Hours of Work
- Days of Work
- Pay rate
- Duties
- Requirements  
(Example: non-smokers, must have own transportation, any certifications such as CPR, etc...)
- How many children require care or tutoring?
- How many students do you want to hire?
- How will student contact you for interview?
- When do you want student to start?
- Request references (**CCDAE does not verify references.**)

Once you have determined some of the above items, it will be easier to share your information. Fill out this [form](#) to communicate your information to the CCDAE for posting.

**Tip 3:** *Review other websites for childcare information, such as:* Care.com, YMCA, YWCA, Boys and Girls Club, etc.

**Tip 4:** *Be flexible.* Employers should do their best to be flexible with students who are facing personal and economic challenges, and remember that students are balancing work with their academics.

**Tip 5:** *Communicate.* Students and employers must interact clearly to understand goals and expectations.

**Tip 6:** *Consider sickness.* In a heightened time of infectious diseases, create a plan for if the child or employee becomes sick with the flu, COVID-19, common cold, etc.

**Tip 7:** *How much can you pay?* Students will be paid directly by the Employer. For information on salaries, visit websites like [Care.Com Pay Calculator by Zipcode](#)

The following resources provide additional helpful information:

[When You Need a Babysitter Contract and What to Include in It](#)

[Should You Hire a Babysitter During Covid19? 6 Tips to Consider](#)

[5 Things to Consider Before you Hire a Tutor for Your Child](#)

[TBI Background Checks \(\\$29\)](#)

[What You Need to Ask Before Accepting a Babysitting Job](#)

[How to Interview for Childcare Jobs](#)

[Care.Com Pay Calculator by Zipcode](#)

If you have questions about your posting, contact Joann Jeter [jjeter@utk.edu](mailto:jjeter@utk.edu) or Miciah Burns [mburns26@utk.edu](mailto:mburns26@utk.edu)

Fill out this form to get started: <https://forms.gle/rRUyh9UBpR7LqYS6>