Texas Wesleyan UNIVERSITY

Volunteer Process

Requests volunteer forms or sends completed volunteer forms to Human Resources via HR@txwes.edu.

Volunteer Forms are available on the TXWES website under Supervisor Services and 'Hiring Practices and Recruiting'.

Completes forms and sends copy of Driver's License.

Human Resources processes the background check. The volunteer is not allowed to begin work until the background check is complete and clearance is given from HR.

If cleared, HR sends an email to the main supervisor that the person is ready to volunteer as of the date the background check cleared. If the volunteer is a coach, the Athletic Administrative Assistant will be notified.

If not cleared, a meeting must be scheduled between the Director of HR, the head of TXWES security, and the volunteer through Microsoft teams to discuss the discrepancy. The Director of HR will confirm if the candidate is cleared to volunteer or not.

If cleared, the main supervisor is notified that the person is ready to volunteer as of the date the background check cleared. If the volunteer is a coach, the Athletic Administrative Assistant will be notified.

Legend

Human Resources | Supervisor | Volunteer