

How to Get Started with the SEE Program:

Step 1. Determine your needs – what projects do you need to accomplish.

Step 2. Determine the amount of funds available to create SEE positions. NOWCC will provide you with an estimated budget.

Step 3. Figure out the number of positions you will need to accomplish your projects based on funding and requirements.

Step 4. For each position fill out the SEE Position Requisition Form and develop **Position Description** that includes:

- a. General functions
- b. Duties
- c. Location
- d. Monitor and Alternate Monitor
- e. Authorized Hours
- f. Term of position (in weeks)
- g. Special requirements
- h. Give a position title
- i. Required qualifications

Step 5. NOWCC will enter the position description in our system and post it on our website and several job boards.

Step 6. NOWCC will screen applicants and forward their resumes and applications to you for review and selection.

Step 7. After the selection is made, NOWCC will begin the onboarding process.