

STUDENT EMPLOYMENT SUPERVISORS FAQ'S

What is the hiring process for student employment?

1. Submit the spreadsheet or a payroll authorization form (this is a request to hire the student for a position in Banner)
 - a. If the student is already an employee and we receive a spreadsheet or a Payroll Authorization to hire, the student is put in the position and that generates an email informing the student that they have been hired for the position and have access to a timecard)
 - b. A student who is not already an employee will have multiple steps (outlined below) to complete and are NOT eligible to work until they (and you) have received an email that they may begin. In addition, the student will not see their timesheet until they are cleared to begin working.
2. Upon initial hire, the students complete new hire paperwork with Human Resources PRIOR TO WORKING ANY HOURS to ensure compliance with state and federal laws.
3. A background check is completed by HR for some positions as follows:
 - a. Conference and Events w/ keys, Residence Life Positions, Registrar's Office, Security, IT, Mailroom, and GA's who work with Athletics
 - b. International students may apply for a Social Security card but they may NOT begin working until after their Social Security card is received
 - c. It's important to note that eligibility for all positions meets the Equal Opportunity policy outlined in the employee handbook.
 - d. Note that many International Students often use on-campus employment as a launch pad to become eligible for employment off-campus while they are a student or after they finish their academic program.
4. Student Employee Orientation

What should I include on position postings in Handshake?

- Aim for 1-3 sentences for a position summary or to describe the goals and mission of the department hiring for the position
- Responsibilities
 - List actions performed as part of the position
 - Make reference to key transferable skills to assist them with building their professional resume
 - Bullet point formats are often most concise and easy to understand
- Expectations:
 - Aspects of positions used for discipline

What documents should I recommend students apply with?

- Recommended Documents
 - Resume & cover letter (note that this is often a student's first position and expectations should mirror the level of the position for which they are applying)
 - Availability calendar (state and federal financial aid programs prohibit a University from employing a student or scheduling them during their class periods)

- Supplemental questions (to identify fit with the duties or the team)

How long should I keep the position posted on Handshake?

- The University maintains a required two-week application window to ensure equal opportunity for all.

How to conduct an interview?

- Ensure that it is comfortable and not overly intimidating
- Set clear expectations and timelines for the position
- Review the duties and responsibilities of the position
- Explain your role, the supervisor's role (if different than yours), the office goals & structure
- Develop meaningful interview questions IN ADVANCE and stick to them for every candidate who is interviewed
- Establish a clear timeline for following up and stick to it! Students become nervous if they don't receive word within the established timelines. In addition, you set a tone of meeting expectations if you meet those you set from the beginning.

Do students have any enrollment requirements to work on-campus?

- Yes, fall and spring semesters students must be enrolled in at least half-time (6 credits undergrad/3 credits graduate)
- Summer semester - students must have summer enrollment OR enrollment in the upcoming fall semester

How many hours can ANY student work?

- Fall and spring semesters - 19 cumulative hours per week across ALL jobs
- Summer and break periods - 29 cumulative hours per week across ALL jobs

As a supervisor am I expected to monitor students' hours and stay within the guidelines?

- Absolutely. A student who consistently goes over hours will receive communication from Human Resources. It can be confusing if they are allowed to exceed hours by a supervisor and then contacted by Human Resources to correct it.