# Student Employment Preparation

**Checklist designed for hiring undergraduates (with or without work study) and graduates (with work study only) through the SEO Jobs Board.**

## JOBS BOARD

- **Verify Accuracy on Your Contact Profile Page**
  The SEO may need to reach you, so it is important to keep your direct phone # and/or email up to date.
  
  If you have switched departments, please contact the SEO (don’t update your account).

- **Provide a Professional and Detailed Job Description**
  Start your search off right! Give a detailed description of work to be performed. Include relevant examples. Candidate/job searching will be much more efficient.

- **Advertise your Job(s)**
  Only make your job(s) viewable to students if you are recruiting for the position. Do not advertise if you already know who you intend on hiring.

  **To NOT Advertise:** Enter yesterday’s date in “Date NOT visible to Students” field-located in the Posting section of your job.

- **Check and/or Edit Your Job(s)**
  **Start & End dates**
  If you are re-posting your job for additional hiring needs, change the start date to reflect the current need. Examples:
  - Academic Year: 8/31/2015 – 5/13/2016
  - Fall Only: 8/31/2015 – 12/18/2015
  - Spring Only: 1/19/2016 – 5/13/2016

- **Be Clear on How and Who the Student Should Apply to**
  Describe the specific application needs and process; letter of interest/cover letter/resume. Provide the name and email of the person communicating and completing the hiring process.

- **Respond to Applicants within 24 hours**
  Notify applicants that you have received their application/email of interest (includes online application submissions) and of the applicant and/or interview process.

## PRE-HIRE VERIFICATION

- **Communicate Hiring Process with your Department Team**
  Create and/or review the steps and timing factors involved in hiring a student employee to ensure a streamlined and compliant approach.

- **Confirm PeopleSoft Access**
  Being able to verify the status of a student’s I-9 and to approve hours within your department is essential.
  
  Your business manager may need to complete a FootPrint to obtain this access for you.

- **Verify Student’s Applicant Status**
  0997 – Federal Work Study and/or 0998 – Student Employment
  
  Student must have 0997 status in order to be eligible for a Federal Work Study position.

## STUDENT HIRE

- **Request Student Hire through the SEO Jobs Board.**
  You can verify the status of your hire requests within the Jobs Board. You and your student hire will receive an email IF the request has been approved.

- **Student MUST have I-9 on file before starting work.**
  Click here for verification steps. If student is in need of completing this process, send them to Human Resources ONLY when they can provide the following:
  - Proof of being hired for the job -SEO Email Notification on their phone or by printing out the email
  - ACCEPTABLE identification to view the ONLY options, click HERE and scroll to page 9 of 9!

- **Congratulate New Student Employee! 😊**
  Send a welcome email that includes warm wishes and the student’s work schedule.
Student Employment Orientation

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Start Date:</th>
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<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Job Type: 0997 or 0998</th>
<th>Hire Term: Fall/Full/Spring/Summer</th>
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| 1 | **FUNDAMENTALS**<br>Welcome your student employee! | Review student’s schedule and pay rate<br>Go on tour! Show bathroom, food & break area locations<br>Introduce to staff & neighboring offices<br>Review emergency procedures<br>Share the dress code expectations<br>Provide student with name badge |
| 2 | **TECHNICAL**<br>It is beneficial to set up the student account as soon as the student begins working in order for them to access what they need to complete tasks. | Email account<br>Phone account<br>Network account<br>Access to printer(s)<br>Access to needed programs and files |
| 3 | **HUMAN RESOURCES**<br>Student Employment is a great way for students to acclimate themselves to work expectations & experience. | Review and sign the department Confidentiality Statement<br>If needed, assist your student in registering for the mandatory Sexual Harassment & Bias Training<br>Discuss call-out and break procedures<br>Discuss cell phone and personal computer use policy |
| 4 | **PAYROLL**<br>Stay in sync with UVM’s time reporting requirements to ensure that your student employee is paid on time! | Review in-office timesheet procedure<br>Train student on how and when to enter time in PeopleSoft<br>Assist student with mandatory direct deposit enrollment<br>Monitor and communicate FWS balance (if applicable) |
| 5 | **JOB RELATED TRAINING**<br>Provide your student with the tools and knowledge to accomplish and excel in the tasks at hand. | Review any applicable job-related “how-to” manuals<br>Provide student with contacts for job-related questions<br>Provide daily objective checklists<br>Create long-term project lists with objectives and dates for completion |
| 6 | **PROFESSIONAL DEVELOPMENT**<br>Help your student grow as an employee and improve in skills to help them in future employment opportunities. | Share learning styles to open the lines of communication<br>Discuss the Student Employee Evaluation Process and set a date for the students’ performance review<br>Discuss how performance concerns will be handled<br>Incorporate specific development goals of the student in order to foster their professional growth |

**BOLDED** items above are located in the SEO Jobs Board Helpful Documents Folder.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
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