

# Student Work Supervisor Newsletter

## Introducing Student Supervisor Newsletters!

Welcome to the first Student Supervisor Newsletter from the Student Work Office! These newsletters will include important announcements relating to student work, updates about the Student Work Office, supervisor resources and training opportunities, and Student Work Office events.

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## Hiring First Year Students with Work Study

Data and student feedback show that students at Reed often struggle to find on-campus work in their first year. It is especially important to provide opportunities to new students with work study as a part of their financial aid. The Student Work Office would like to encourage supervisors to open positions in the fall, giving new students an opportunity to apply.

### Tips for hiring first year students in fall 2019

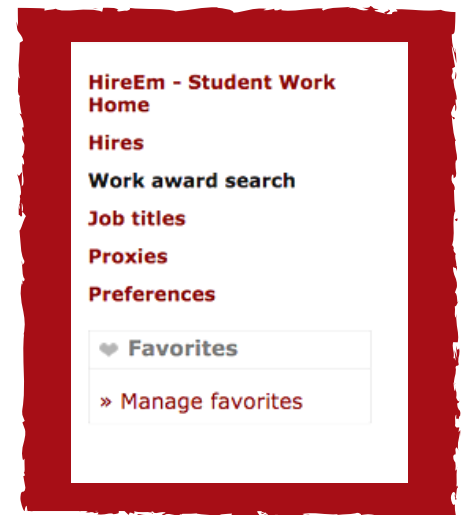
- ▶ Post your open positions on Handshake. New students will be given access to Handshake over the summer before orientation. State in your position that first year students are encouraged to apply.
- ▶ Be clear about schedule and hourly commitment. Keep in mind that incoming students do not schedule their classes until the week of orientation.
- ▶ Time hiring so that new incoming students can apply once they are on campus in the fall.
- ▶ An on-campus student work fair will be held during the first few weeks of fall semester - this is a great place to advertise your position to new students.
- ▶ Prioritize hiring students with work study. You can now check if a student applicant has work study in HireEm - see announcement on the next page!
- ▶ First year students may not have as much work experience when they apply to your position. When evaluating applications or interviewing students, make sure to account for other experience that might relate to your position, such as school activities or volunteer work.

## Supervisor Training: Handshake and Hiring for Student Supervisors - April 18th, 2019

This training, a collaboration by the Student Work Office and the Center for Life Beyond Reed, will cover using Handshake to post positions, and tools for creating consistent hiring processes for student work positions. Please [click here](#) for the full description to join us for this training on April 18, 2019 from 10:30am - 12:00pm.

## HireEm Update: Check a Candidate's Work Study Status

A new feature has been added to HireEm where you can look up the work study status of potential candidates for your positions. You can use this new tab on HireEm to look up student's work study status by name, ID number, or by uploading a .csv file from Handshake of your applicants.



## Student Worker Hiring Paperwork

Payroll is updating their process for I-9 verification for student workers. In order to ensure compliance with completing the I-9 verification process, we need supervisors to ensure that any new hires have filled out their I-9 paperwork before they begin their first shift. Students should not work any hours before they have filled this paperwork out.

In HireEm, a hire listed as "pending" that has yet to fill out their I-9 paperwork will have a note from Dawn Derry indicating that the student needs to complete this. The note will appear as a small speech bubble with dots next to the student's name. Please contact Dawn Derry ([derryd@reed.edu](mailto:derryd@reed.edu)) with any questions.

## Check Out New Resources on the [Student Work Website!](#)

- [Handshake posting guide](#)
- [Information on hiring students with work study](#)
- [Disability accommodations](#) - The student work webpage now includes a short blurb for both students and supervisors regarding disability-related accommodations for on-campus jobs. Please contact Kate Walford at [walfordk@reed.edu](mailto:walfordk@reed.edu) with any questions.

## Questions?

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