

# Student Work Supervisor Newsletter

A busy season of fall hiring is just around the corner! This newsletter includes hiring resources and important updates for the new academic year.

## Hiring Incoming Students

Many incoming students are already inquiring about finding jobs on campus! New students were given access to Handshake in June, so they can start applying to jobs as soon as you post them. Please use the HireEm tool below to prioritize the hiring of students with a work study award.

## Resources for Fall Hiring

The following hiring resources are posted on the Supervisor Resources page ([link here](#)):

- [Student Worker Hiring Checklist](#)
- [Job Description Guide](#)
- [Sample Hiring Rubric](#)
- [Handshake Posting Guide](#)

## Check an applicant's work study status in HireEm:

The work award search in HireEm allows supervisors to check the work study status of student applicants. Using the student names, ID numbers, or Handshake applicant .csv files, the work award search will confirm if a student has work study for the current or upcoming semester.

### Work award search page

### Search results

- If the student has a work award, "yes" will appear.
- If the "work award" box is blank, the student does not have an accepted work award.

## Save the Date!

**Wednesday, Sept 11  
Student Work Fair**

Mark your calendars to join us at the Student Work Fair on Wednesday, September 11 from 3:30-5pm in the Student Union.

All student employers are encouraged to attend, especially those who have positions open at that time. An official invitation and sign-up will be emailed out soon.

## Hiring International Students

There is now a webpage clarifying the process for hiring international students ([link here](#)) for their first campus job. Read on below for the full process:

International students are eligible for on-campus employment! International students may also have a need-based Reed Work Study award. Once an international student has received an offer of employment, they must apply for a Social Security Number in order to be paid. When an international student is hired for the first time on campus, the following process must be completed:

- Supervisor requests to hire the student in HireEm (same process as for a domestic student).
- Student will receive an email from payroll indicating that they need to fill out hiring paperwork in the payroll office, and need to bring their I-20 and Visa.
- Once the student completes hiring paperwork in the payroll office, they will receive a letter from the payroll office to take to the Social Security Office to request a Social Security Number.
- The student cannot be paid until they receive their social security card, however, once they have completed the hiring paperwork, *they may work on-campus* and will be given a paper timesheet to track their hours until the card arrives.
- The student takes the letter from payroll to the local Social Security Office to request a Social Security Number.
- Once the student receives their Social Security card by mail, they must bring the card to the payroll office. They will then be added to payroll and will have access to their GPS timesheet.

**Student Work Office Contact Info:**

**Kate Walford, Student Work Coordinator | 503.517.4847 | [walfordk@reed.edu](mailto:walfordk@reed.edu)**