

Student Work Supervisor Newsletter

Welcome to the second Student Work Supervisor Newsletter! This issue includes a recap of the recent Handshake and Hiring training as well as end-of-year reminders for supervisors.

Handshake and Hiring Training Recap

Did you miss the Handshake & Hiring for Student Supervisors training? Not to worry, this training will be offered again in the future. Here are some of the main takeaways:

▶ Accessibility of Jobs

Accessibility of on-campus jobs is a priority for the Student Work Office, and recent survey feedback from indicates this is also very important to students. Having jobs posted on Handshake increases the accessibility of positions to students looking for work who may not hear about an opportunity by word of mouth.

▶ Detailed Job Descriptions

Make sure that students know the parameters of your job before applying. Include in your description the hiring timeline, start and end dates, hours per week, and any specific availability the position requires.

▶ The Hiring Process as a Learning Opportunity

On-campus jobs are often one of the first few jobs a student applies for. It is important to remember that the job application process is not intuitive. Rather, it takes time and practice to develop skills and understand norms around applying to jobs. Supervisors can use the hiring process as an opportunity to help students practice the application process by providing constructive feedback to students who are not offered a position, and by reaching out to students who may have made a mistake in their application, giving them the opportunity to correct and learn from it.

Materials from the training are now available on the on the [supervisor resources page](#):

- [Guide to Posting Positions on Handshake](#) 
- [Checklist for Hiring Student Workers](#) 
- [Job Description Guide](#) 
- [Sample Rubric for Student Worker Hiring](#) 

Wrapping up the Year

Reminder - Remove Students from Payroll

As the school year winds to a close, many student workers will be leaving their positions. This is a great time for supervisors to log into HireEm and chose to “terminate hire” for any students who will no longer be working in their position. More detailed instructions for HireEm are available in the [HireEm User Guide](#). Terminating hires for students who are no longer working for you is extremely helpful for both Payroll and the Student Work Office. Thank you in advance!

Last Day For Graduating Seniors to Work is May 16th

Student workers who are graduating this semester can work through Thursday, May 16th, 2019. Graduating seniors have been notified of this date via email. After this date, any graduating student is no longer permitted to work on campus as a student worker. Please ensure that any graduating seniors you supervise are not working past this date.

In case you missed it...

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. When logged into HireEm, select the "Work award" tab on the left. You can use this page to look up student's work study status by name, ID number, or by uploading a .csv file from Handshake of your applicants.

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

- [Information on hiring students with work study](#)
- [Disability accommodations for student workers](#)
- [Past Student Supervisor Newsletters](#)

Questions?

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