

Student Work Supervisor Newsletter

News and announcements for supervisors of student workers at Reed

**IMPORTANT : Timesheet approval over the Thanksgiving break:
Please approve timesheets by 10am on 11/26**

The next bi-weekly payroll for students falls on Thanksgiving week, and I will need to be able to process the payroll earlier than normal. I am asking that you please approve your students timesheets by Tuesday the 26th at 10am, so I may start processing the payroll and we can send direct deposit information to the bank so the students can receive payment on Wednesday the 27th. ~ Dawn

Hiring for Winter Break

If you hire students to work specifically over winter break, please post these positions on Handshake! Not all on-campus jobs continue over break, so students who remain on campus over the break may be looking for work. Student workers may work up to 40 hours/week during breaks in all jobs combined. For the upcoming winter break, students may work up to 40 hours/week (Monday-Sunday) between December 23, 2019 and January 26, 2020.

Last Day For Graduating Seniors to Work - December 19th

Student workers who are graduating this fall semester can work through Thursday, December 19, 2019. Graduating seniors will be notified of this date via email. Please ensure that any graduating seniors you supervise are not scheduled to work past this date.

Upcoming Supervisor Trainings

- ▶ **Supporting Student Worker Academic Success - RSVP coming soon!**
December 16th, 1:30-3pm
Lead by Julie Maxfield, Associate Dean of Students

Save the Date!

Wednesday, January 29th
Student Work Fair

Mark your calendars to join us at the Student Work Fair on Wednesday, January 29th 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.

Notifying and Providing Feedback to Students you Don't Hire

The process of applying for on-campus jobs is a learning experience for students, and is also often an important part of their financial planning. It is important to notify students who you do not select to interview or hire for a position of that decision.

Notification

- Please notify all applicants of your decision as soon as possible once you have made a hiring decision. If a student interviewed with you, provide them with constructive feedback if possible.
- Handshake allows you to download a spreadsheet of all applicants, where you can easily see the email addresses of all students who applied for the position.

Providing Feedback and Resources

- Provide constructive feedback to students who you interview, but do not decide to hire. For example, were they missing a necessary qualification? Would you recommend that they visit the Center for Life Beyond Reed to strengthen their application or interview skills? Did their schedule not work for your needs? Providing feedback and resources is essential to making the hiring process a learning experience for students.
- If you would like guidance providing feedback or resources, please reach out to the Student Work Coordinator at the information below.

Student Work Office: reed.edu/student-work

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