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STUDENT EMPLOYMENT SUPERVISOR'S MANUAL



Office of Human Resources

Student Hiring Procedure

When hiring a student worker there are three possible situations:

1. The student already worked in your department before:

In eTime, look at the list of employees on the “Timesheet” tab in your department, if the student is listed there they are already in your department, no additional forms are necessary. If the student is not on that list follow step 2 or 3.

2. The student already worked on campus but not in your department:

Fax or email a new **Student Employee Data Form** to Payroll to add them to your department. Provide the student employment packet and indicate to the student to complete only those forms that need updated. Instruct the student to return updated forms to Payroll. ***Under no circumstances should any form be kept on file in your department except the Student Employee Data Form.***

3. The student has never worked for Clarion University:

Complete a new **Student Employee Data Form**. Provide this as well as the Student Employment packet to the student. Direct the student to complete necessary paperwork and return it to the Payroll Office, B25 Carrier. Please remind them that they will need one form of photo ID (driver’s license/passport), social security card/birth certificate, and bank account information for direct deposit (voided check). ***Under no circumstances should any form be kept on file in your department except the Student Employee Data Form.***

DATES on new **Student Employee Data forms** should be the start of the pay period in which the student will begin work. These dates are extremely important because the students cannot enter eTime information before their hire date. Look on the ESS eTime portal for the payroll calendar. Please double check this date before sending the **Student Employee Data form**.

A daily record of time worked must be maintained on the web-based eTime student payroll system. Student instructions to navigate their eTime account is in the student employment packet. Once all paperwork has been completed, returned to Payroll and processed, students will be granted eTime access. The department Timekeeper will be notified when the student can begin working. Please allow at least 12-24 hours for the student’s eTime to show up on the portal after notification.

WORK STUDY PROGRAMS

PHEAA State Work Study Program (SWSP)

The State Work Study Program which is funded by the Pennsylvania Higher Education Assistance Agency (PHEAA) provides the opportunity for the University to be reimbursed a percentage of wages paid to **qualified** student workers whose on campus jobs are related to their major or minor course of study. State Work Study applications are sent via email to E-time timekeepers prior to the beginning of each term. Deadlines and instructions are included in the email to timekeepers. If your student employee(s) qualify for this program, the University will be reimbursed a percentage of their wages. Submit applications to the Student Financial Services.

Federal Work Study Program (FWS)

The Federal Work Study Program provides the opportunity for the University to be reimbursed a percentage of wages paid to qualified student workers.

Keystone Smiles/AmeriCorps – Federal Work Study Program

These positions are only open to students with unmet financial need, as per the FAFSA. Students who are interested in this program may contact Tammy Dulaney in the Office of Continuing Education at Venango College by calling (814) 393-1273.

International Students

International students are able to work on campus, but only in positions that are not deemed as being funded by the federal work study program. As non-residents, there are several additional forms they need to file before they can receive a paycheck. International students who are interested in obtaining an on-campus position should first consult with personnel in the Office of International Programs.

Graduate Assistantships

Graduate students are responsible for finding their own graduate assistant positions; the Office of Graduate Programs does not procure positions for students. Additional information, as well as the application, may be found on the Graduate Student Orientation page.

Eligibility for Student Employment

ACADEMIC YEAR: Normally students must be enrolled for at least six credits each semester as a regular Clarion University student.

SUMMER: To be eligible for summer student employment a student must be a Clarion University degree-seeking student and meet **one** of the following:

1. Enrolled for at least 6 credits in the spring and at least 6 credits in the following fall semester.
2. Enrolled for at least 6 credits in the summer.
3. Incoming freshman, transfer, or graduate student; offered and accepted admission for the upcoming fall semester.

Wage Rates

Undergraduate student wages are \$7.25 per hour.

Student payday is every other Friday with the exception of holidays. All checks can be picked up in the Payroll Office B-25 Carrier on Friday payday. **DIRECT DEPOSIT IS TO BE ENCOURAGED.**

Allowable Work Hours

During the fall and spring semesters when classes are in session, students are to work no more than 20 hours per week during the semester.

During breaks and summer months, students may work 7.5 hours per day but may NOT exceed 37.5 hours per week. Both students and supervisors are expected to monitor the work schedule.

Hours approved on eTime should accurately reflect all hours worked.

Supervisors should be aware of the student's class schedule and NEVER permit students to work when they are scheduled to be in class.

Interviewing

Conducting a good interview involves planning ahead and organizing your thoughts and questions. The following steps should lead to a productive interview:

1. **Plan ahead.** Review any information you may have on the student (application, resume) before the interview. It is helpful to know the full name, hometown, class year, major and prior work experience.
2. **Create a friendly environment.** The interview may create anxiety and stress for the student. Start with small talk to put the student at ease. Conduct the interview in a private place so that you can give the student your undivided attention.
3. **Verify basic information.** Check the information you have and update where necessary.
4. **Discover interests and viewpoints.** Use open-ended questions to elicit more information instead of questions that lead to “yes” or “no” answers. Try to start your questions with “What, Why, How or When or Where” to learn how the student will fit in your department.
5. **Provide information and perspective.** Inform the student about the position, the mission/philosophy of the department and your expectations.
6. **Bring Closure.** Summarize the interview and allow the student to provide or clarify previous information. Thank the student for taking the time to come in for the interview. Tell the student when the decision will be made and how notification will occur (phone, mail or email).

Interview Questions

The following questions may be helpful as you consider the information you would like to obtain during the interview:

1. Tell me about your previous work experiences.
2. What do you perceive as your strengths?
3. What do you perceive as your limitations?
4. How do you manage your time?
5. How would you describe yourself or your personality?
6. In what capacities do you like to work with other people?
7. Why did you apply for this job?
8. How would previous supervisors describe your work?
9. In what professional-related organizations are you a member?

Training Ideas

1. Provide an orientation session for student employees before each semester
2. Set aside time during the semester to provide on-going training
3. Discuss acceptable ethical behavior in the workplace—for some students, this may be their first formal job

4. Proper dress is critical to making a good impression—encourage students to “dress the part” of an employee in your office
5. Communicate the importance for students to develop a sense of responsibility and “ownership” toward their work
6. Stress the importance of confidentiality of information

Equal Opportunity

Clarion University is committed to a policy of affirmative action. Clarion University assures an equal opportunity to all persons without regard to race, color, religion, creed, disability, ancestry, national origin, age, gender or veteran's status in accordance with state and federal laws.

Work-Related Injuries

Injuries requiring medical attention should be directed to the Student Health Center for treatment. If off-campus treatment is necessary, students must be accompanied to the treating facility by their supervisor, an environmental health and safety officer, or other university staff member. All injuries must be reported to department managers or administrators as soon as it practical to do so.

Sexual Harassment Policy

Clarion University's sexual harassment policy and procedures seek to insure an environment that is free from sexual harassment. Such conduct is costly in human terms and seriously undermines the atmosphere of trust and respect that is essential to work and study for all members of the academic community. All employees, students, and vendors are to comply with both the spirit and intent of federal and state laws and regulations that relate to sexual harassment. The policy extends to all persons visiting the campus. It should be clearly understood that the university will take action to prevent sexual harassment, including, if necessary, disciplining those individuals whose behavior violates university policy. Discipline may include, but is not limited to, oral or written warning, transfer, suspension, or dismissal. Harassment, exploitation, and intimidation have no place in an educational setting and will not be tolerated. Allegations of sexual harassment in which students are the perpetrators should be reported to the Office of Social Equity. For more information, the complete Sexual Harassment Policy and Procedures of Clarion University is available on the Social Equity Web site.

Policy for a Drug-Free Workplace

Clarion University is committed to the education and development of students, faculty and staff regarding alcohol and other drug use. The misuse and dependency on alcohol and other drugs concerns and affects the university community, as well as our society at large. It is prohibited to manufacture, distribute, sell, dispense, possess or use any controlled substance in the workplace, on campus or in a facility owned, leased, or otherwise controlled by Clarion University. This includes, but is not limited to; university-related events, programs, or activities which occur on campus and off campus.