



## ITS guide

student employee hiring manual for supervisors

## □ PAPERWORK

### NEW or VACANT STUDENT POSITION

1. The [Position and Funding Authorization Form](#) must be completed via paper or through Footprints, along with proper signatures and forwarded to ITS-HR.
2. Choose the appropriate job title and attach a brief job description for the new position. Include the duties, responsibilities, wages, length of appointment and any specific requirements or qualifications. Contact ITS-HR for assistance, if needed, with any questions on the job description or wage comparisons.
3. ITS-HR will submit the Job Ad to Husker Hire Link and Career Services for advertising for one (1) to two (2) weeks or until the position is closed.
4. Applications will be collected on-line through the Student Application system and can be viewed as they are received by the requesting supervisor.
5. Supervisors will schedule and conduct their own student interviews and conduct their own reference checks.
6. Supervisors will extend the job offer and upon acceptance by the student, the supervisor will contact ITS-HR to let them know the offer was accepted and ITS-HR will begin the background check with the student worker. They will also complete the hiring paperwork with the student once the background check is back and clear.

### CHANGING STUDENT POSITION

1. The [Position and Funding Authorization Form](#) for any changes in appointment status (i.e. student's supervisor changes, wage changes, funding changes, merit or annual increases) must be completed via paper or through Footprints, along with the proper signatures and forwarded to ITS-HR.
2. Choose the appropriate job title and attach a brief job description for the changing position. Include the duties, responsibilities, wages, length of appointment and any specific requirements or qualifications. Contact ITS-HR for assistance, if needed, with any questions on the job description or wage comparisons.
3. ITS-HR will complete the necessary paperwork for the change and notify you of any changes to their timesheet, if applicable.

### RESIGNATION OF STUDENT POSITION

1. The [Position and Funding Authorization Form](#) (Resignations, i.e. student graduates, student leaves school, or leaves the department) must be completed via paper or through Footprints, along with the proper signatures and forwarded to ITS-HR.
2. Upon receiving the form, ITS-HR will process the form to end the student's appointment with ITS.

**NOTE:** A student should notify their supervisor of a resignation 2 weeks prior to their last day.

Should the supervisor need to terminate a student employee, the supervisor should:

- Contact ITS HR to get approval.
- Give the employee a written termination of employment document
- Discuss with the student the reason why he or she is being terminated
- Collect any keys, equipment, and follow any other departmental procedures

All students must complete a final signed timesheet to be turned in on their last day.

Graduating student employees may continue working in a student appointment through the end of the pay period in which graduation falls, but not beyond. Graduating students pre-registered or admitted for classes in the fall (e.g., graduate school) may remain a student employee during the intervening summer.

#### ❑ **ADVERTISING THE JOB**

The position will be advertised by ITS-HR through UNL Career Services and on the ITS website. All applications can be viewed by the hiring supervisor through ITS' Student Application system.

#### ❑ **REVIEW OF APPLICATIONS**

All applications received will be emailed to the Hiring Supervisor. The following are some items to consider in reviewing applications:

##### **CREDIT REQUIREMENTS**

An ITS student employee must be registered for at least 1 credit hour at the University of Nebraska-Lincoln.

##### **HIRING OF HIGH SCHOOL GRADUATE**

A High School graduate may work at UNL the summer before their fall semester IF they have been admitted to UNL for the fall.

##### **AGE REQUIREMENTS FOR HIRING**

UNL policy requires that applicants be at least 16 years old.

##### **HIRING INTERNATIONAL STUDENTS**

In general, immigration regulations are strict with respect to working while holding a student visa. F-1 or J-1 status allows for part time, on-campus employment (20 hours per week maximum) during the academic year. International students should not expect part-time employment earnings to cover all of their University expenses, but as a supplement to other funds.

F-1 & J-1 students are subject to the following rules related to working on campus:

- Must maintain valid F-1 or J-1 status
- May work up to 20 hours per week while school is in session
- May work up to 29.5 hours a week on campus during holidays and vacation periods if registered for the next academic semester

International students must be enrolled full-time (12 hours undergraduate, 9 hours graduate) except when the student needs a smaller course load to complete the course of study during the current term. In this case, a copy of the advisor form from International Affairs must accompany the PAF.

### ❑ **INTERVIEWING STUDENT EMPLOYEES**

The interview is used to determine if a student applicant's skill, knowledge, and abilities are relevant to the position. Interviewing also provides an opportunity for the supervisor to ask questions and gain information not provided on a resume' or job application. The hiring supervisor will select interview times and interviews will be scheduled by the hiring supervisor. You should have general questions approved by ITS HR to be used in your interviews. **Every applicant must be asked the same questions.**

**Follow these guidelines when interviewing applicants:**

- All committee members should be introduced or introduce themselves
- Verify the position they have applied for in ITS.
- Review the job duties
- Explain the department and a brief overview of what we do in ITS.
- Ask all the interview questions (see below)
- Does the applicant have questions?
- Dress code
- Pay rate
- Verify the applicant knows the starting pay
- How soon can they start work?
- Training schedule
- Do they need to produce a new semester schedule?
- Give your business card to each applicant. If they have any questions after leaving the interview, they should contact you.
- Tell applicant when you hope to have a decision made.
- Thank the applicant!

**☐ TELEPHONE REFERENCE CHECKS**

**References must be contacted to verify a student work history and performance. The following document should be used for all reference checks.** Reference checks concerning a prospective employee must be completed by the hiring supervisor. Use the same set of questions for ALL references.

**Reference check conducted (date):** \_\_\_\_\_

**Name of person conducting check:** \_\_\_\_\_

**Name of candidate:** \_\_\_\_\_

**Name of person giving the reference:** \_\_\_\_\_

**Type of working relationship with the candidate:** \_\_\_\_\_

**When you contact the reference, identify yourself and give the name of our department, followed by this suggested statement: “We are filling a position within our department and would like to verify employment information on (applicant’s name), who was employed by you from (beginning date) until (ending date).”**

- 1. What was the nature of his/her job?**
  
- 2. What did you think of his/her work?**
  
- 3. What are his/her strong points?**
  
- 4. What are his/her weak points?**
  
- 5. How did he/she get along with other people?**
  
- 6. Why did he/she leave the position?**

## ❑ THE NEW HIRE HAS BEEN SELECTED

Once you have interviewed, checked references and chosen your new hire, call and offer the job to the selected candidate. The job offer is contingent on the candidate passing the background check. Notify ITS-HR of your selection. ITS-HR will contact the student to start the background check and complete the necessary paperwork in order to be able to start. ITS-HR will notify you and send you the student's time sheet when they are ready to start.

## ❑ FIRST DAY OF WORK (ORIENTATION)

Every student employee should be oriented to the department and their job position by being informed of their specific job duties, departmental policies, work schedule, and supervisor expectations. The student supervisor should review any departmental policies prior to starting the orientation process. Possible orientation topics that should be explained in detail are:

- University policies at <http://hr.unl.edu/policies/conduct-corrective-action-and-dismissal-cause>
- Department policies on appropriate dress, work schedule, reporting absences, time sheets and pay procedures, etc.

Other general topics to be covered during orientation should be:

- Organizational structure and layout/tour of department
- Location of exits, stairs, elevators, and emergency procedures
- Location of mailboxes, supply cabinets, office equipment etc.
- Location of bathroom, break areas and procedures on taking a break

## ❑ TIMESHEET

Completing an accurate bi-weekly timesheet is the responsibility of each hourly employee. The timesheet template will be sent by ITS-HR to the hiring supervisor prior to the start date. **Timesheet information must be accurate.** The timesheet shall contain: employee name, personnel number, position number, cost center, pay period dates and number of hours worked each day of the pay period. The employee and his/her supervisor must sign all timesheets and deliver the timesheet to 413 Love Library South **by noon on Friday** of a pay week.

## ❑ SCHEDULING

It is important to remember student employees are "students" first and "employees" second. There may be times during a semester where the student needs additional time to study for an exam, meet with a professor, or work on a group project.

Supervisors should not only take into consideration department needs, but the availability and time of students during periods of heavy class demands when arranging work schedules. ***Students, on average, should not work more than 20 hours a week or up to a max of 29.5 hours in a week.***

### □ EMPLOYMENT EXPECTATIONS

Supervisors may be involved in the interviewing, hiring, and orientation process for new student employees. They are also involved in the training, supervision, and disciplinary actions with their student workers. The supervisor should keep the following roles in mind when working with student employees.

Supervisors are expected to:

- Serve as department role models
- Understand University and ITS policies and procedures for hiring and supervising students
- Provide clear job expectations for student workers
- Implement orientation, training, and evaluation procedures for student employees
- Provide a working environment where students can learn transferable job skills
- Provide opportunities for leadership development of student employees
- Keep their student workers motivated and busy
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Student employment positions are considered temporary in nature and secondary to the primary purpose of the student's pursuit of obtaining a college degree. Student earnings help to provide financial assistance to students, but student employment also provides personal and educational growth opportunities.

The student should be expected to perform as any other ITS employee. Students, on average, should not work more than 20 hours a week or up to 29.5 hours (maximum). Due to the new Affordability Health Care Act ITS will be required to provide healthcare for employees working 30 or more hours per week. ITS will not finance healthcare for students or on/call workers. Therefore it is critical that you do not schedule students (even during the summer) for more than 29.5 hours.

Student employment should be a win-win situation for both the department employer who gets a versatile worker at a relatively lower cost and the student employee who not only earns a paycheck, but also gains valuable resume' building experience.

## □ STUDENT PERFORMANCE EVALUATIONS

The performance evaluation is an opportunity for a student employee and the supervisor to meet and discuss the students' work performance. Performance evaluations could be done as often as the end of a semester. At minimum, a performance evaluation should be done at least once a year for returning student workers. The evaluation is the time to discuss the students' performance strengths and weaknesses, clarify job expectations, ask for feedback, make suggestions, and possibly reward the student worker for a job well done.

**Instructions:** Please complete this form for all students who work in your department. This evaluation can be used per semester and /or annually. Circle the appropriate number after each question based on the student's work habits and performance.



**INFORMATION TECHNOLOGY SERVICES STUDENT EMPLOYEE EVALUATION**

Employee Name: \_\_\_\_\_ Personnel #: \_\_\_\_\_

Department/Area: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Purpose:** To provide the student with constructive feedback necessary to enhance work performance and professional development.

**1= Unsatisfactory Performance 2= Needs Improvement 3= Meets Expectations 4=Exceeds Expectations**

1. Performs work by following specified procedures & directions	1	2	3	4
2. Reliable and dependable in completing job tasks	1	2	3	4
3. Able to make sound judgments and decisions	1	2	3	4
4. Asks appropriate questions when unsure about procedures	1	2	3	4
5. Maintains confidentiality of departmental records and information.	1	2	3	4
6. Interacts well with supervisor, co-workers, staff, customers	1	2	3	4
7. Adheres to departmental policies regarding office etiquette (i.e. schedule, attire, personal use of phones/equipment, etc.)	1	2	3	4
8. Approaches job in a responsible and conscientious manner.	1	2	3	4

**Supervisor Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supporting documentation attached

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Your signature will indicate that you have received a copy of this evaluation and have discussed it with your Supervisor. Your signature may or may not indicate agreement with the evaluation. If you choose to respond in writing, please do so on the back of this form.*

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_