



ITS Guide

Student Employee Hiring Manual for Supervisors

□ PAPERWORK

NEW or VACANT STUDENT POSITION

1. The [Student Position and Funding Authorization Form](#) must be completed via DocuSign. Unless otherwise noted by the supervisor on the form, authorization will be to fill one position.
2. If the position is new, choose an appropriate job title and attach a brief job description. Include the duties, responsibilities, wages, length of appointment and any specific requirements or qualifications. Contact HR for assistance, if needed, with any questions on the job description or wage comparisons. The supervisor will also be asked to outline the application requirements for new positions (resume, cover letter, course schedule, supplemental questions, etc.)
3. HR will advertise the job posting for 3 weeks or until the position has been filled. Supervisors may request the position be posted for a shorter period of time, to a minimum of one week.
4. Applications will be collected via Handshake and will be emailed to the supervisor.
5. Supervisors will schedule and conduct student interviews and reference checks.
6. Supervisors will extend the job offer upon acceptance by the student and send the student a confirmation email (cc: HR). 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. Complete a [Student 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).
2. Upon receiving the form, HR will complete the necessary paperwork for the change.

RESIGNATION OF STUDENT POSITION

1. Complete a [Student Position and Funding Authorization Form](#) for all resignations (i.e., a student graduates, leaves school, or leaves the department).
2. Upon receiving the form, 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 HR to obtain approval.
- Give the employee a written termination of employment document.
- Discuss with the student the reason why they are being terminated.
- Collect any keys, equipment, and follow any other departmental procedures as needed.

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 HR through Handshake. Word-of-mouth advertising can be especially helpful for hard-to-fill positions and during slow hiring periods, so current student employees in the position may share information about the opening on their social media pages—but only if they feel comfortable doing so.

❑ **REVIEW OF APPLICATIONS**

All applications received will be emailed to the Hiring Supervisor. The following are some items to consider in reviewing applications. NOTE: These are the minimum requirements for hiring student employees in *any* University student position. Some student positions may have additional requirements, which must be considered when reviewing applications.

CREDIT REQUIREMENTS

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

HIRING OF HIGH SCHOOL GRADUATE

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

AGE REQUIREMENTS FOR HIRING

Applicants must 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 and 40 hours while on breaks (including winter shutdown, spring break, etc.)

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 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?
- Review dress code
- Verify the applicant knows the starting pay
- How soon can they start work?
- Discuss training schedule
- Do they need to produce a new semester schedule?
- Give your business card/contact information 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 conducted interviews, checked references, and chosen your new hire, call and offer the job to the selected candidate(s). The job offer is contingent on the candidate passing the background check. Notify HR of your selection. HR will contact the student to start the background check and complete the necessary paperwork. HR will notify the supervisor when the student is 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:

- 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

❑ MANDATORY TRAINING FOR ALL STUDENT EMPLOYEES

All ITS student employees are required to complete the Onboarding for ITS Student Employees training program in Bridge within 14 days of their start date. The program, which can be completed in less than one hour, consists of four modules. The modules may be completed in any order. HR will assign the training to students as part of the onboarding process. It may be accessed either via the link in the notification email sent to their Nebraska.edu address or through Firefly by clicking on the Bridge Tile. The training program will appear on their dashboard once it has been assigned.

Students shall be compensated for the time spent completing the training course, so supervisors will need to ensure it is accounted for when scheduling tasks for the employee in the first weeks of employment with ITS.

❑ ESS TIME

Completing an accurate bi-weekly electronic timesheet in Firefly, with clock-in and -out times (including for lunch breaks) is the responsibility of each hourly employee.

❑ SCHEDULING

The following scheduling guidelines based on residence status are listed below:

Citizen & Non-Citizen: Work is not to exceed an average of 29.5 hours/week over the course of the year.* Certain areas may utilize a 20/40 schedule, where work must not exceed 20 hours/week while school is in session, and 40 hours/week while school is not in session.² Supervisors are encouraged to only schedule students 20 hours/week as it is important to prioritize their studies.

Non-Resident Alien (F-1 or J-1): An NRA student's work hours limit, as mandated by federal laws, supercedes a position's designated schedule. Regardless of position, work is not to exceed a total of 20 hours/week for all University positions the student employee is in while school is in session, and 40 hours/week while school is not in session.

*Due to the Affordability Health Care Act employers are required to provide healthcare for employees working 30 or more hours per week. ITS will not finance healthcare for students.

If a student has multiple positions with the University, the schedules for those positions must align. For example, if a student takes a position with ITS that is on a 20/40 schedule, the student must stick to that 20/40 schedule for ALL University positions, regardless of whether or not the other position(s) is with ITS. The same is true for a 29.5 position- the student is limited to 29.5 hours/week year-round in ALL University positions¹. This is because the student must not exceed the 30 hours/week on average throughout the year, otherwise the University must provide benefits for them.

Students are expected to inform their supervisor any time they have a change in employment with the University, whether they take an additional position or end one.

It is important to remember that 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.

¹ As mentioned in the guidelines above, an NRA student's schedule is dictated by federal law- they are on a 20/40 schedule, regardless of position. As with citizen students, though, the work hours limit applies to the total of hours worked in ALL University positions.

² The 20/40 or 29.5 schedule designation referenced above is per position (not per student) and was determined by each student supervisor after OneIT. Please note that an NRA student's work hours limit supercedes a position's designated schedule; NRA students are on a 20/40 schedule. If a supervisor wishes to change the hours schedule for a position they supervisor, this may be done once per year, effective January 1. Notice of the schedule change must be provided by December 1 of the previous year via a [Student Position and Funding Authorization Form](#).

□ EMPLOYMENT EXPECTATIONS

Supervisors are responsible for the interview, hiring, and orientation process for new student employees. They are also responsible for training, supervision, and disciplinary actions. Supervisors 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 employees
- 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 student employees motivated and busy

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.

Students should be expected to perform as any other ITS employee.

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.