

Student Employment Preparation



Checklist designed for hiring undergraduates (with or without work study) and graduates (with work study only) through the SEO Jobs Board.

JOBS BOARD								
<input type="checkbox"/> Verify Accuracy on Your Contact Profile Page Keep your direct work number and email up to date so that the SEO can contact you.	<input type="checkbox"/> Provide a Professional and Detailed Job Description Providing a detailed description and job requirements aids the employer and the potential employee. Refer to the "Sample Job Descriptions" .	<input type="checkbox"/> JOB STATUS TERMS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">LISTED</td> <td style="padding: 2px;">Visible to Students</td> </tr> <tr> <td style="padding: 2px;">REVIEW MODE</td> <td style="padding: 2px;">Not visible and able to hire students into job.</td> </tr> <tr> <td style="padding: 2px;">STORAGE</td> <td style="padding: 2px;">Not visible and not able to hire students into job. This status also deletes applicant information.</td> </tr> </table>	LISTED	Visible to Students	REVIEW MODE	Not visible and able to hire students into job.	STORAGE	Not visible and not able to hire students into job. This status also deletes applicant information.
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<input type="checkbox"/> Check and/or Edit Your Job(s) Start & End dates Enter or Edit the start and end dates of your jobs to match the UVM academic calendar for the 1819 aid year .	<input type="checkbox"/> Customizing the Job Application The jobs board is designed to allow the supervisor to make the application as specific as possible. This includes adding custom questions and an area for the resume to be uploaded.	<input type="checkbox"/> Respond to Applicants within 24 hours Notify applicants that you have received their application and if you will be 'interviewing' or 'rejecting'. Information can be found in Jobs Board helpful documents.						
PRE-HIRE VERIFICATION								
<input type="checkbox"/> Communicate Hiring Process with your Department Team Create and/or review the steps involved in hiring a student employee to ensure a streamlined approach.	<input type="checkbox"/> Confirm PeopleSoft Access Being able to verify the status of a student's I-9 and to approve hours within your department is essential. Your business manager may need to complete a FootPrint to obtain this access for you.	<input type="checkbox"/> Verify Student's Applicant Status The Jobs Board system has an automatic verification system to check if the student has FWS. If the student has already accessed the Jobs Board one can check the students award via: "JobX→Search Student Awards"						
STUDENT HIRE								
<input type="checkbox"/> Request Student Hire through the SEO Jobs Board. Request a student for the job and you and your student hire will receive an email IF the request has been approved or rejected .	<input type="checkbox"/> Student MUST have I-9 on file before starting work. Click here for verification steps. If student is in need of completing this process, send them to Human Resources ONLY when they can provide the following: <ul style="list-style-type: none"> Proof of being hired for the job - SEO Email Notification on their phone or by printing out the email ACCEPTABLE identification- to view the ONLY options, click here. 	<input type="checkbox"/> Congratulate New Student Employee! Send a welcome email that includes warm wishes and the student's work schedule.						

Student Employment Orientation



Name of Student:		Start Date:
Job Title:	Combo Code:	Hire Term: Fall/Full/Spring/Summer

1	<p>FUNDAMENTALS Welcome your student employee!</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review student's schedule and pay rate <input type="checkbox"/> Go on tour! Show bathroom, food & break area locations <input type="checkbox"/> Introduce to staff & neighboring offices <input type="checkbox"/> Review emergency procedures <input type="checkbox"/> Share the dress code expectations <input type="checkbox"/> Provide student with name badge
2	<p>TECHNICAL It is beneficial to set up the student account as soon as the student begins working in order for them to access what they need to complete tasks.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Email account <input type="checkbox"/> Phone account <input type="checkbox"/> Network account <input type="checkbox"/> Access to printer(s) <input type="checkbox"/> Access to needed programs and files
3	<p>HUMAN RESOURCES Student Employment is a great way for students to acclimate themselves to work expectations & experience.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review and sign the department Confidentiality Statement <input type="checkbox"/> If needed, assist your student in registering for the mandatory Sexual Harassment & Bias Training <input type="checkbox"/> Discuss call-out and break procedures <input type="checkbox"/> Discuss cell phone and personal computer use policy
4	<p>PAYROLL Stay in sync with UVM's time reporting requirements to ensure that your student employee is paid on time!</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review in-office timesheet procedure <input type="checkbox"/> Train student on how and when to enter time in PeopleSoft <input type="checkbox"/> Assist student with mandatory direct deposit enrollment <input type="checkbox"/> Monitor and communicate FWS balance (if applicable)
5	<p>JOB RELATED TRAINING Provide your student with the tools and knowledge to accomplish and excel in the tasks at hand.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review any applicable job-related "how-to" manuals <input type="checkbox"/> Provide student with contacts for job-related questions <input type="checkbox"/> Provide daily objective checklists <input type="checkbox"/> Create long-term project lists with objectives and dates for completion
6	<p>PROFESSIONAL DEVELOPMENT Help your student grow as an employee and improve in skills to help them in future employment opportunities.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Share learning styles to open the lines of communication <input type="checkbox"/> Discuss the Student Employee Evaluation Process and set a date for the students' performance review <input type="checkbox"/> Discuss how performance concerns will be handled <input type="checkbox"/> Incorporate specific development goals of the student in order to foster their professional growth

BOLDED items above are located in the SEO Jobs Board Helpful Documents Folder.

Student Signature		Date		Supervisor Signature		Date	
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