

Section 1 Introduction

1.1 Goals of the Student Employment Supervisors' Guide

The goal of the Missouri Western State University Supervisor's Guide is to communicate the policies and procedures to student employee supervisors.

1.2 The Student Employment Program

The Student Employment Program provides students resources to earn, learn, and connect. Our services help provide a source of income to help finance or supplement their educational cost. We help students gain valuable transferable skills needed to reach their career goals, and become a valued member of the campus and community workforce.

The Student Employment Program is housed in the Human Resources in Popplewell Hall, Suite 117.

1.3 People Admin

Human Resources has partnered with People Admin, an applicant tracking system. People Admin offers new and exciting features, enabling all Griffons to access on-campus jobs.

1.4 Student Employment Forms & Locations

Most Student Employment/Human Resources forms can be searched on the University A-Z on the page "Forms-Employees."

Form Name	Location
Student Employment Corrective Action Plan	Forms-Employees (Student Employment)
Hiring Proposal	People Admin
Part-Time Employee Request Form	Forms-Employees (Human Resources)
Personnel Action Form-Students	Forms-Employees (Student Employment)
Position Posting Request Form	Forms-Employees (Human Resources)
Student Employment Exception Form	Contact Human Resources at x4587