Section 3 Employment Procedures

3.1 Student Employment Semester Calendar

A student employment supervisor will complete:

- **Rehire (in same position):**
  - A <u>Part-Time Employee Request Form</u> at the beginning of each academic year (fall/spring) and summer term, for all returning student employees.
- **New Hire:**
  - Based on open position posting in People Admin, A <u>Hiring Proposal Form</u> must be approved and completed in People Admin.

Fall Dates	August 01 to December 31
Spring Dates	January 01 to May 31
Summer Dates	June 01 to July 31

Note: If a student is graduating or not returning for the next semester they may not work past the last day of finals of the last semester they are enrolled.

Note: If a student is newly hired they may not start work until their first day of classes.

3.2 Student Employee Eligibility

A student must meet the following criteria to be considered a student employee on campus:

Undergraduate Student	*Graduate Student*	*International Student*
- MWSU Student - Degree Seeking - Maintain a minimum 2.0 cumulative GPA - Enrolled in at least 6 credit hours	- MWSU Student - Degree Seeking - Maintain a minimum 2.75 cumulative GPA - Enrolled in at least 5 credit hours	- MWSU Student - Degree Seeking - Maintain a minimum 2.0 cumulative GPA (*undergraduate*) - Maintain a minimum 2.75 cumulative GPA (*graduate*) - Enrolled Full Time (*Undergraduate= 12 credit hours and Graduate = 8 credit hours*)

Note: New incoming freshmen and transfer students can only begin work on the first day of classes at the beginning of a semester.

Note: The eligibility requirements are set by the Student Employment Program. Student employees who fall below the criteria will be notified by the Student Employment Program via e-mail after their supervisor has been contacted. An exception could possibly be made for a student to continue to work on campus, reference Student Employment On-Campus Criteria Exceptions below.

Student Employment On-Campus Criteria Exception

If a student falls below the criteria to be a student employee the following steps will be taken:

1. The supervisor will be contacted by Human Resources to discuss the student employee who has fallen below the student employment criteria.
2. An email will be sent to the student employee and supervisor stating the student has fallen below the student employment criteria and the student employee will have to stop working on the date stated from the email received.
3. A Student Employment Exception Form will be attached to the email that the student employee and supervisor receive. If the student meets any of the exception options on the form, they may complete the form, attach any documents if needed and return it to Human Resources in Popplewell 117. If approved or denied, the student employee and supervisor will be notified within three business days.

Note: GPA is reviewed at the end of every semester after grades are posted. Credit hours are reviewed on an ongoing basis.

3.3 Student Employment Funding Sources

A student working on campus at Missouri Western State University is paid through Federal Work Study (FWS) or Institutional funds. Funds are allocated to a department at the discretion of the divisional vice president.

3.4 Posting a Position on People Admin

All student positions are required to be posted on People Admin. Hiring departments need to make the position available to the general student population for a minimum of three (3) business days.

- To initiate a position posting, filling out a Position Posting Request Form can be searched on the University A-Z on the page "Forms Employees."

To learn how to use People Admin contact Employment Coordinator in Human Resources for more details or reference "Instructions" located on the Faculty/Staff Resources page.

3.5 Student Position Descriptions

Due to guidelines set by the Department of Education, all student positions must contain the following information:

1. Name/Title of position
2. Name of department
3. Name of supervisor
4. Location where the student will perform their duties
5. Purpose/Role of the position within the department
6. Duties and responsibilities associated with the position and how they relate to the purpose/role
7. General qualification for the position and the specific qualifications
8. Physical Requirements:
    ○ **Sedentary Work**: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
    ○ **Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
    ○ **Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
    ○ **Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
    ○ **Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Note: All student employment positions will be reviewed by Human Resources as a part of the approval process before positions are posted and available for students to view and apply. If you need help creating a job description please contact the Employment Coordinator.

3.6 Interview and Selection

Hiring departments should treat the student employment hiring process in a similar manner to hiring any other part-time or full-time employee.

Reviewing Applications

People Admin will allow all students to apply and the application process may be required to attach additional documents at the discretion of the hiring department (i.e. resume, cover letter, and class schedule). Please contact the Employment Coordinator for more information.

Interview and Selection

Hiring departments are not required to interview every applicant. It is a good idea to narrow the field of qualified applicants by screening resumes against the qualifications/requirements of the position. Students who are not selected for an interview should be marked appropriately in People Admin.

- Hiring departments may then request an interview in People Admin for approval. Once Interview is approved in People Admin, interviewing may be set up.

Note: By interviewing candidates, departments are able to assess applicants, while providing students the opportunity to practice their interviewing skills. All questions asked during the interview should be job related and asked in every candidate interview, hiring decisions should be based on objective criteria. Departments can then select the best candidate for the position.
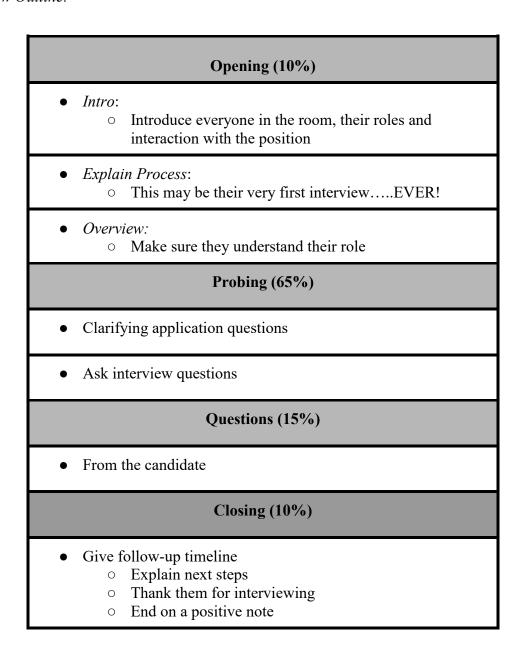
Note: We **HIGHLY** recommend you call interviewed not hired applicants personally rather than simply sending an email.

Structuring an Interview

Preparing:

- Determine requirement from the job description
- Review applications/resumes to evaluate skill, knowledge, and education
- Decide where to conduct the interview
- Decide how you will handle interruptions

Interview Outline:

Opening (10%)
Intro: - Introduce everyone in the room, their roles and interaction with the position
Explain Process: - This may be their very first interview…..EVER!
Overview: - Make sure they understand their role
Probing (65%)
Clarifying application questions
Ask interview questions
Questions (15%)
From the candidate
Closing (10%)
- Give follow-up timeline   - Explain next steps   - Thank them for interviewing   - End on a positive note

Note: Know that students may be nervous, by explaining the process you will help put them at ease.

Sample Interview Questions

Candidate: _____ **Interviewer:** _____ **Date:** _____

Rate each response 1 – 5 (1 - Poor, 2-Satisfactory, 3-N/A, didn't answer, 4-Good, 5- Exceptional)

1. Why are you interested in this position?

2. How do you see this position helping you gain experience in your chosen career field?

3. How do you see your past experiences benefiting our department/office?

4. What would you say is your top strength/weakness?

5. Tell me about a job you particularly enjoyed. What was the work environment? Why did you enjoy it?

6. Give me an example of a time when you made a mistake. How did you handle it?

7. Tell me about one of the best decisions you ever made.

8. Tell me about a time when you proved to your supervisor that you were reliable.

9. ANY OTHER SPECIFIC JOB RELATED QUESTIONS YOU MAY HAVE FOR THE CANDIDATE

10. Do you have any questions?

11. What is your work availability?

12. Are you working any other on-campus jobs?

Overall Average Rating: _____

Recommend for Hire: Yes/No (Circle One)

Acceptable and Unacceptable Inquiries for Interviews

Topic	Acceptable	Unacceptable	If Unacceptable, What is the Reason?
Age	If age is a legal requirement, you can ask "If hired, can you furnish proof of age?" or a statement that hire is subject to age verification.	What is your date of birth? When did you graduate from high school?	Could be viewed as age discrimination
Attendance/reliability	What hours and days can you work?	How many children do you have?	Could be viewed as discriminatory toward females
Attendance/reliability	Are there specific times that you cannot work?	What religion are you?	Could be viewed as religious discrimination
Attendance/reliability	Do you have responsibilities other than work that will interfere with specific job requirements such as traveling?	What are your child care arrangements?	Could be viewed as discriminatory toward females
Attendance/reliability	Do you have a reliable method of getting to work?	Do you own a car?	Could be considered racial discrimination
Attendance	How many days were you absent from work last year?	How many days were you sick last year?	Could be viewed as potential disability discrimination.
Citizenship/ national origin	Are you legally eligible for employment in the United States?	What is your national origin? Where are your parents from?	Could be considered national origin discrimination
Citizenship/ national origin	Have you ever worked under a different name?	What is your maiden name?	Could be considered national origin discrimination
National origin/Birthplace	Can you submit verification of your legal right to work in the United States?	What is your father's surname? What are the names of your relatives? What country are you from?	Not only are these irrelevant, but they could be considered national origin discrimination

Topic	Acceptable	Unacceptable	If Unacceptable, What is the Reason?
Disabilities	Can you perform the duties of the job you are applying for with or without accommodation?	Do you have any disabilities?	Could be considered discrimination against people with disabilities
Disabilities	None	Have you ever filed a workers' compensation claim?	Could be considered discrimination against people with disabilities
Disabilities	None	Have you ever been injured on the job?	Could be considered discrimination against people with disabilities
Education	Do you have a high school diploma or equivalent? Do you have a university or college degree? (if relevant to job performance)	What year did you graduate from high school or college?	Could be considered age discrimination
Military record	What type of education, training and work experience relevant to the job did you receive while in the military?	What type of discharge did you receive?	Irrelevant and could be considered racial discrimination
Language	What languages do you speak and write fluently? (if the job requires additional languages)	What is your native language? How did you learn to read, write or speak a foreign language?	Could be considered national origin discrimination
Organizations	Inquiry into an applicant's membership in organizations that the applicant considers relevant to his or her ability to perform the job	List all clubs, societies and lodges to which you belong.	Could be considered racial or national origin discrimination
Race or color	None	Complexion or color of skin	Could be considered racial or national origin discrimination

Topic	Acceptable	Unacceptable	If Unacceptable, What is the Reason?
Religion	Only if there is a bona fide occupational qualification	What is your religious denomination, religious affiliations, church, parish, pastor? What religious holidays do you observe?	Could be considered religious discrimination
Gender/Sexual Orientation	None	Do you wish to be addressed as Mr., Mrs., Miss or Ms.?	Could be considered gender discrimination
Previous and current addresses	What was your previous address? How long did you reside there? How long have you lived at your current address?	Do you own your own home?	Could be considered racial or national origin discrimination
Salary history	What are your salary expectations for this position?	What is your current salary? What was your starting and ending salary in any prior position?	Could be viewed as gender discrimination and may violate state law
Work Schedule	Are you willing to work the required work schedule?	Does your religion prevent you from working certain days or weekends?	Could be viewed as discrimination toward religion.

SHRM, 5-2-2018

Tips for Interviewing Prospective Students

1. Prepare for the interview. Create a list of questions ahead of time. Attempt to ask all applicants for the same job the same type of questions, although individual experiences and follow-up questions may send you down different paths. Clear your desk. Do what you can to minimize interruptions, and focus on the candidate.

2. Put the student at ease with some small talk. Job interviews can make even the seasoned employee stressed, and you may have applicants who have no formal employment experience. If you can't move to a separate office or leave your post, explain to the student the nature of your work, and that the phone might ring (let it go to voicemail if possible) during your interview.

3. Give the student some perspective about the job. Go over the job description from the posting, and put it in the framework of the function of your office or department. (i.e. "Our department is responsible for on-campus employment, and the student hired for this position will be helping newly hired students complete the hiring paperwork.") (Give the student a copy of the job description.)

4. Ask questions that will get the information you need. Use open-ended questions instead of ones that result in "yes" or "no." You can begin with "What interested you in this position?" and "What did you like best/worst about your last job?" If the student does not have formal work experience, try asking, "What did you like best about your senior year in high school?" "What accomplishment has given you the most satisfaction?"

5. Give a brief overview of your performance expectations, beginning with the schedule. Is it fixed, or flexible? What happens when a student can't make a scheduled work shift? To whom will the student report? What kind of supervision will be provided? How is performance evaluated? What type of training will you provide?

6. Allow the student to ask questions, as well as clarify what information he/she has already offered. Summarize the student's comments about his/her work experience and interests, and ask if your summary is accurate.

3.7 Hiring a Student

Hiring departments that have posted a position on People Admin, screened and interviewed applicants can start the hiring process.

- The student(s) that are selected to be hired will need to be marked in People Admin as "Recommend for Hire." This will trigger the system for you to gain approvals for hiring this student.
- Once a hire request is approved a "Hiring Proposal" will need to be filled by next level approver and submitted in People Admin for a second round of approvals.
- All student applicant(s) at this point that have not been hired **MUST** be marked in People Admin as "NOT HIRED" with appropriate reason selected. The system will trigger an automatic email to notify students.

Note: A student cannot begin working until an email from Human Resources has been received by the supervisor and student stating the student has been authorized to work.

3.8 Employment Paperwork

1. **NEW** student employee hiring paperwork includes the following:

   - Confidentiality Statement
   - Form I-9 (will only accept original, authentic, and unexpired documents)
   - W-4 (state and federal)
   - Direct Deposit (optional, but highly recommended)

2. **REHIRED** student employee hiring paperwork includes the following:

   - Confidentiality Statement
   - Direct Deposit (if not already established)

Note: A student returning after one year (365 days) of not working at MWSU will need to complete all employment paperwork.

Note: University employees may **NOT** begin working until ALL necessary paperwork is complete and verified in the Human Resources Office (Popplewell 117). You will receive an email stating when a student has been authorized to work with the official start date. If you have questions regarding the status of any new employee in your office, contact Human Resources.

3.9 Rehires/Returning Students

A supervisor wanting to rehire (in the same position) a student employee will not need to post a position through People Admin (only new hire students have to apply). A supervisor will complete a Part-Time Employee Request Form at the beginning of each academic year (fall/spring) and summer term for students returning to the same position to work.

3.10 Performance Evaluations

Evaluations provide students with both reinforcement and constructive criticism of their performances.

Performance evaluation of student employees should be completed, at a minimum, once a year at the end of the spring semester (supervisors may do more than one evaluation throughout the year). Human Resources will notify supervisors beginning March 1st to complete evaluations. Evaluations must be completed electronically by May 1st of that same academic year.

Electronic performance evaluations can be found on the Student Employment web page under Supervisor Resources.