

**Supervisor’s Guide**

**Student Employment**

**Hiring Process**

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## Position Approval:

The hiring of student employees requires prior administrative approval from your Vice President or their designee. Ensure you have obtained written approval for student employee positions before posting. A copy of the written approval must be sent to stuemploy@ewu.edu.

## Posting positions in Handshake:

1. Supervisors must post all student employee positions, Work Study or not, in Handshake to provide all students an equal opportunity to find positions on-campus.
2. Student employees cannot be used to replace permanent university workers who have been laid off.
3. You can access Handshake online [here](https://ewu.joinhandshake.com/login).[[1]](#footnote-1)
4. To access Handshake, you will want to sign in with your email and password rather than single sign on (SSO). There is a “Forgot Password” option if you need to re-set it. Additional information regarding the use of Handshake can be found online [here](https://inside.ewu.edu/student-employment/ewu-supervisors-post-a-job/).[[2]](#footnote-2)
5. Job Descriptions:
* Standardized Job Descriptions. Standardized job descriptions, which are not to be otherwise changed, have been established for all student employment positions and can be located online [here](https://inside.ewu.edu/student-employment/job-descriptions/).[[3]](#footnote-3) You will need to fill in any applicable information in the standardized job description noted in red font.
* Additional Language. If you wish to add some specific additional language about your department or college to the posting, you can add a short statement in Handshake above the standardized job description. For example: In the Kingston Math Lab, students from various math classes come to work and study. It is the job of our tutors to answer their questions and help deepen their understanding of the material. During the Winter 2024 quarter, the lab in Kingston 337 will be open, and we will also offer online hours. Tutors are expected to keep a consistent schedule week-to-week but can choose the number of hours they would like to work per week.
* Remote vs. On Campus Work. If your positions have the option of remote work, put that in the job description in the section that discusses the hours and days of work. For example, this position will work a maximum of 19 hours per week based on availability. This position may work remotely and will work Monday through Friday between the hours of 8 am and 5 pm. Conversely, if the job duties require the student to be here on campus, put something like “This position requires work to be performed in person on campus and may not be performed remotely.” Student employees are able to perform their necessary job functions remotely, must have appropriate supervision. This means having a reasonable and regular level of direct communication with their supervisor around daily tasks, production expectations, dealing with questions or problems that may have come up while they are working remotely, etc. and reviewing the Telework timesheet with tasks on a routine basis to confirm the student is performing work expectations.
* Work-study Positions. Work Study for returning work study students has been awarded for the most part (unless they are missing something). Work study for “new to EWU” students will be awarded by mid-August. You may start advertising for work study positions beginning August 10th. Work study students may not use their award before the first day of the term. If you need them to begin working before then, you’ll also need to complete a non-work study form with the student, and these hours will be paid out of your index. *The last day to work a work study position for the 2023-2024 academic year is June 14th*.

## Pay Scale and Budget Planning

1. Pay Scale. Effective July 1, 2022, a new pay scale has been adopted and a salary range has been assigned to each position. The pay scale range is listed on the job description. The pay scale is available online [here](https://in.ewu.edu/student-employment/wp-content/uploads/sites/45/2024/01/Min-Wage-2024.xlsx).[[4]](#footnote-4) Please note that for graduate students awarded graduate service appointments (GSAs) and graduate student employees performing substantially similar work duties but without a formal GSA involving a tuition waiver (graduate employees or GEs), whose primary responsibilities involve research and research support functions, the appropriate pay range is determined by the dean in consultation with the faculty principal investigator and the Office of Grant and Research Development during preparation of the grant application to ensure pay equity.
2. Experience Increases. Experience increases are authorized under Article 6-5 of EWU Policy 407-10. These increases are discretionary and temporary employees are not eligible for an experience rate pay increase until they have worked 450 hours at the same job in the same department. Experience increases require prior approvals up through your Associate Vice President/Director. Pay increases take effect in the pay period following the pay period in which the pay increase is approved.
3. Budget Planning. As you engage in future budget planning for student employment positions, keep in mind the pay scale will be updated effective each January 1 to reflect minimum wage increases.

## Selection of Job Candidates:

1. **Update applicant status.** As you are making your hiring decision(s), please update the applicant’s status in Handshake to Reviewed, or Hired, or Declined, as needed.
2. **Contact applicants.** Contact applicants who you did not choose to hire. It is important we demonstrate professionalism in our hiring practices by providing applicants with this courtesy so they can move forward and explore other employment opportunities.  If you took the time to interview a job candidate, please call them to decline. If you didn’t interview them, you may email them (using bcc) or you may use the messaging feature in Handshake.  To use the Handshake messaging feature, complete the following steps:
	* From your job posting, click on “Applicants”. Make sure the ones you want to decline are updated from the dropdown box.
	* Select the students you wish to email by checking the box to the left of their name.
	* Select “Send Email to Applicants”, and double check that the correct names are listed.
	* Select “Next and Add the Email Subject”, update the “From” Name and “Reply to” fields and cc yourself.
	* Select “Next” and write your email. Review it and then Save Changes to send.
3. **Close Posting.** Close the posting when you are done hiring. Please do not leave it open and give false hope to the students that the position is open.

## Pre-Employment Requirements:

Prior to any student employee beginning to work, all of the following requirements shall be completed. Human Resources—Student Employment will notify supervisors once student employees are cleared to begin working. Do not allow your student employees begin working until you have received approval from Human Resources – Student Employment.

1. **Employment Authorization Form**
* Non-Work Study: Supervisor will need to complete a Non-Work Study Employment Authorization form with the Employee to return to Human Resources—Student Employment Showalter 300.
* Work Study: Student will need to obtain the Work Study Employment Authorization form from Human Resources—Student Employment, provide to supervisor for completion of supervisor portion and then return completed form to Human Resources—Student Employment Showalter 300. Students must pick up a new form every year as their awards change. *These forms will be available for pick-up after Labor Day.*
1. **Immunization Records:** Employees must submit MMR immunization records into Med + Proctor or obtain an approved religious or medical immunization exemption
* Religious waiver requests are available online [here](https://inside.ewu.edu/equalopportunity/office-of-equal-opportunity/religious-accommodation/).[[5]](#footnote-5) Submit the request online to Equal Opportunity for review and approval.
* Medical waiver requests are available online [here](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2021/08/Vaccine-Medical-Waiver-8.24.21-fillable.pdf.).[[6]](#footnote-6) Submit your completed medical waiver request and accompanying medical certification to Human Resources at clincoln@ewu.edu or 314 Showalter Hall for review and approval.

1. **Hiring Paperwork:** Employees must complete all necessary hiring work prior to beginning employment**.** Note there may be additional requirements for International Students, see more details below. ***Supervisors should notify their new employees (or those that haven’t worked in the last 12 months), that to complete the I-9, they are required to bring original unexpired documents as described in Appendix A.***
* I-9 (which requires they provide original unexpired documents)
* W-4
* Employee Demographic Information
* Statement of Ineligibility for Retirement
* Direct Deposit
* Criminal background check form, if applicable
1. **International Students:** EWUencourages providing employment opportunities for all students. However, not all international students are eligible for employment. If they have an F1 Visa, they are eligible to work on campus. Those with J-1 Visas are eligible only by permission from their program sponsor.  There aresome additional steps required to hire international students:
* All international students must be in valid status and meet the requirements of the School of Global Learning (SGL).
* After receiving a job offer, International students need to coordinate with the School of Global Learning, Hargreaves 103, global@ewu.edu or 359-2331 to ensure they have proper documentation in order to apply for a social security number.
* International students will need to visit Student Employment to coordinate the completion of hiring paperwork as soon as possible.
* SGL must approve international students for employment prior to working.
* Supervisors will provide a letter addressed to the Social Security Office for the prospective employee. SGL can assist with the requirements for the letter.
* Every employee on the EWU campus, including **International Students, must have a Social Security Number before they begin working.**
* Student Employment will advise supervisor when the student is eligible to begin working.
1. **Background Checks: (applicable positions)** Criminal background checks must be completed for positions that will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16.
2. **Youth Program Training: (applicable positions)** Employees who will be working at youth camps will also need to complete the Youth Program Training.  Information regarding the training is available online [here](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2021/08/Vaccine-Medical-Waiver-8.24.21-fillable.pdf.).[[7]](#footnote-7)
3. **Telework Agreements**: (**applicable positions)** Employees who have been approved to work remotely must complete a telework form. Additionally, the form must be signed by the supervisor(s), and be approved up through your VP. They can then be returned to Student Employment. The Telework timesheet with Tasks must be completed weekly by the student and turned in. You will keep a file of these in your office.

## Requirements for Rehires/Continuing Employees:

Work study student employees and their supervisors are required to complete a new work study authorization form each year and return the form to Student Employment prior to beginning work.

*Please inform Student Employment of any returning non-work study student employees so that we can make sure that their positions are open. You may send a list of student names and ID’s along with their start dates as soon as possible.*

## Mandatory Training:

All student employees are required to complete Title IX, Hazing, and DEI training. This is a paid training, so make sure that the training time is entered on their timesheets. More information regarding training opportunities will be made available through Human Resources-Student Employment.

## Appendix A



1. <https://ewu.joinhandshake.com/login> [↑](#footnote-ref-1)
2. <https://inside.ewu.edu/student-employment/ewu-supervisors-post-a-job/> [↑](#footnote-ref-2)
3. <https://inside.ewu.edu/student-employment/job-descriptions/> [↑](#footnote-ref-3)
4. <https://in.ewu.edu/student-employment/wp-content/uploads/sites/45/2022/04/Student-Employee-Salary-Ranges-2022.pdf>. [↑](#footnote-ref-4)
5. <https://inside.ewu.edu/equalopportunity/office-of-equal-opportunity/religious-accommodation/> [↑](#footnote-ref-5)
6. <https://in.ewu.edu/hr/wp-content/uploads/sites/40/2021/08/Vaccine-Medical-Waiver-8.24.21-fillable.pdf>. [↑](#footnote-ref-6)
7. <https://in.ewu.edu/hr/wp-content/uploads/sites/40/2021/08/Vaccine-Medical-Waiver-8.24.21-fillable.pdf>. [↑](#footnote-ref-7)