

# STUDENT EMPLOYMENT

## Hiring Manager's Training

2021 Summer /2021 Fall /2022 Spring



# TIMELINE OF HIRING PROCESS

- **February 3, 2021**
  - Hiring Manager completes requisition form for employment in NEOGOV
- **February 10, 2021**
  - Jobs will be posted by Student Employment Coordinator in NEOGOV
  - Jobs will show on WLU career pages with title “WLU Student Position ...”
- **February 24, 2021**
  - Email blast to all current students that jobs are being posted
  - Students can begin to apply in NEOGOV for jobs
- **March 2021**
  - Student Employment Coordinator monitors student applicants and will be sent through NEOGOV to hiring managers
  - Hiring managers begin to interview and choose student applicants to hire by marking selected students as “pass” in NEOGOV
- **No Later Than April 23, 2021**
  - Hiring managers mark selected students for their posted job as “pass” in NEOGOV
  - Goal: Have as many students as possible hired for the 2021 summer and 2021 fall by the end of the 2021 spring semester!!



# TIMELINE OF HIRING PROCESS

- Returning student who have worked before and are in OASIS:
  - Student Employment Coordinator will make sure they are in payroll correctly
  - Student Employment Coordinator will set up student workers who choose to use the time clocks on campus
- Students who have never worked on campus before:
  - Student Employment Coordinator will email hired student with instructions to complete their paperwork in the NEOGOV Onboarding system
  - MyApps instructions will be included in the NEOGOV onboarding
  - Student Employment Coordinator will set up student workers who choose to use the time clocks on campus
- Approved Student Hire:
  - It takes approximately 2 weeks for new student payroll approval
  - Once a student has completed all requirements and is approved to start, the Student Employment Coordinator will email both the hiring manager and student with a start date
  - **STUDENTS MAY NOT WORK UNTIL A VERIFICATION EMAIL OF APPROVAL IS RECEIVED FROM THE STUDENT EMPLOYMENT COORDINATOR**



# REQUISITION AND HIRING PROCESS DETAILS

- Hiring Managers will log into NEOGOV to complete both the requisitions and to follow the steps through the hiring process
- For detailed information and examples on how to complete a requisition and move through the hiring process, please refer to the “NEOGOV Hiring Managers User Guide for Student Employment”
  - This is located on the WLU Financial Aid website under the Student Employment Tab and by clicking the WLU Hiring Manager button

The screenshot displays the West Liberty University Financial Aid Office website. At the top left is the WLU logo and the text 'WEST LIBERTY UNIVERSITY' and 'Financial Aid Office'. To the right, there is a section titled 'VISIT. TOUR. CONNECT.' with a description of admissions events and a 'Register Here.' link. Below this is a navigation bar with links: UNDERGRADUATE, GRADUATE, FORMS, **STUDENT EMPLOYMENT** (highlighted with a red circle), INVESTING IN YOUR FUTURE, and INFO. Below the navigation bar, the breadcrumb 'Home > Student Employment' is shown. The main heading is 'STUDENT EMPLOYMENT'. Under this heading, there are two buttons: 'STUDENTS' and 'WLU HIRING MANAGERS'. A large red arrow points to the 'WLU HIRING MANAGERS' button. Below the buttons, there is text for both student and employee information. At the bottom, a note states: 'The Student Employment Coordinator, Sue Garrison, is located in the Enrollment Services Center, Shaw Hall 121.'



# IMPORTANT DATES

- **Summer 2021 ➡ May 10, 2021** (first possible date a student can work)
  - Both Returning Students and New Students
    - Hiring managers need to mark selected student workers as “pass ”in NEOGOV no later than April 23, 2021 if students need to start working by May 10, 2021
- **Fall 2021 ➡ August 21, 2021** (first possible date a student can work)
  - Keep in mind the goal is to have as many students hired for Fall 2021 as possible by the end of the 2021 spring semester, with a priority deadline of April 23, 2021
  - Returning Students
    - Hiring managers need to mark selected student workers as “pass” in NEOGOV no later than August 2, 2021 if students need to start working by August 23, 2021
  - New Student
    - Hiring managers need to mark selected student workers as “pass” in NEOGOV no later than July 12, 2021 if students need to start working by August 23, 2021



# CONTACT AND RESOURCE INFORMATION

- Sue Garrison
  - Enrollment Services Center  
Shaw Hall 121  
[sgarrison@westliberty.edu](mailto:sgarrison@westliberty.edu)  
304.336.8020
- WLU Student Employment Website for Students and Hiring Managers
  - <https://westliberty.edu/financial-aid/student-employment/>

