# STUDENT ENDLOYMENT

### 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!!



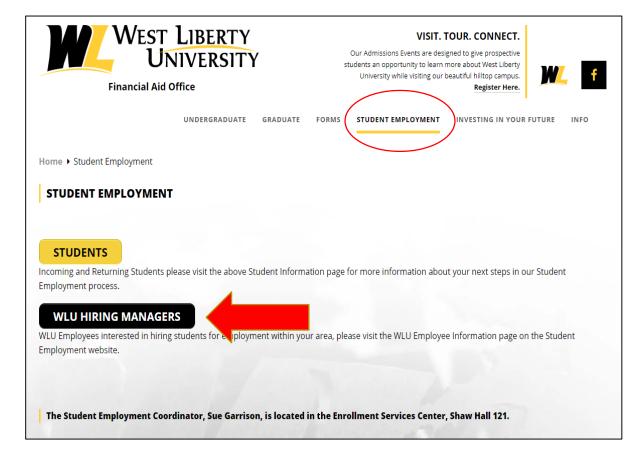
# TIMELINE OF HIRING PROCESS

- 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





# 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

304.336.8020

- WLU Student Employment Website for Students and Hiring Managers
  - https://westliberty.edu/financial-aid/student-employment/

