

STUDENT EMPLOYMENT

Hiring Manager's Training

2023 Summer /2023 Fall /2024 Spring



TIMELINE OF HIRING PROCESS

▪ **March 2023**

- Jobs posted in 2022 will be automatically posted/renewed in Handshake by the Student Employment Coordinator
- Hiring Manager completes “New Student Job Position” [Google Form](#) for new student jobs never posted before.
- Email will go out to all students to inform them jobs are being posted.
- Students can begin to apply in Handshake for jobs
- Student Employment Coordinator monitors student applicants. Will update each Hiring Manager’s google spreadsheet to show if a student is Federal Work Study eligible or is Personal Service.
- New Federal Work Study eligibility google spreadsheets will be created for the 2023-24 Academic Year for each Hiring Manager’s area.

▪ **No Later Than April 14, 2023**

- Hiring managers mark selected students for their posted job as “Declined” or “Hired” in the Pending dropdown menu in Handshake.
- Goal: Select as many students as possible to be hired for the Summer 2023 by April 14, 2023.



TIMELINE OF HIRING PROCESS

- Returning students who have worked before and are on OASIS payroll:
 - Student Employment Coordinator will:
 - ✓ Make sure the student is on payroll correctly.
 - ✓ Set up student workers who need 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 new hire paperwork.
 - ✓ Email both the hiring manager and student with a start date once a student has completed all requirements and is approved to start working.
 - ✓ Ensure that the student creates a myApps account once they are approved on payroll.
 - ✓ Set up student workers who need to use the time clocks on campus.

**STUDENTS MAY NOT WORK UNTIL A VERIFICATION EMAIL OF APPROVAL IS
RECEIVED FROM THE STUDENT EMPLOYMENT COORDINATOR**

Reminder - It can take up to 2 weeks or longer for new or returning student payroll approval.



HIRING PROCESS FOR NEW JOB POSTINGS

- Hiring Managers will use the Student Job Position Google Form for student jobs that have never been posted.
- Click the WLU Hiring Manager button on the Student Employment Website to find the link to complete the Student Job Position Google Form.
- The Student Employment Coordinator will create a job posting in Handshake based on information listed on the Student Job Position Google Form.

The screenshot shows the WLU Hiring Manager website. At the top left is the West Liberty University logo with the text 'Financial Aid Office' below it. To the right is a 'VISIT CAMPUS TODAY' button and a search bar with a magnifying glass icon. Below these are navigation links: 'Undergraduate Aid', 'Graduate Aid', 'Requirements and Forms', 'Student Employment', and 'Info'. The main heading is 'WLU Hiring Manager'. Below that is a sub-heading 'WLU Hiring Manager Information For Student Employment'. Underneath is a section titled 'Process – To Hire Student Employees' which contains a bulleted list of steps:

- Post jobs by logging into Handshake. Step by step instructions can be found in the [Hiring Manager User Guide for Student Employment](#).
- If your student job is new and has never been posted, complete a “New Student Job Position” request by [clicking here!](#)
- You will receive an email confirmation from Handshake once your job is posted and as students apply.
- Interview and select students.
- Hiring Managers will mark selected students as “Hired” in Handshake. Because students can see the progress of their application process in real time, Hiring Managers can also mark student applications as “Reviewed, Pending, and Declined”.
- New hires will need to complete paperwork before starting work.
- The Student Employment Coordinator will notify both the student and the Hiring Manager by email when the student is eligible to begin working.



IMPORTANT DATES

- **Summer 2023** ➡ **May 8, 2023** (first possible date a student can work)
 - New/Returning Students
 - Hiring managers need to mark selected student workers as “Hired” in Handshake no later than April 14, 2023 for students that need to start working by May 8, 2023
- **Fall 2023** ➡ **August 21, 2023** (first possible date a student can work)
 - The goal is to have as many students hired for Fall 2023 as possible by the end of June 2023
 - New/Returning Students
 - Hiring managers need to mark selected student workers as “Hired” in Handshake no later than June 30, 2023 for students that need to start working by August 21, 2023



CONTACT AND RESOURCE INFORMATION

- Susan Garrison, Student Employment Coordinator
 - Enrollment Services Center
Shaw Hall Room 121
sgarrison@westliberty.edu
304.336.8020
- WLU Student Employment Website for Students and Hiring Managers
 - <https://westliberty.edu/financial-aid/student-employment/>

