How To Hire & Supervise An Hourly Student Employee
How To Hire & Supervise An Hourly Student Employee

• During this presentation you will learn important information pertaining to the hiring & supervision of student employees with the John Glenn College of Public Affairs.

• Please review these materials carefully and fully, along with the Hourly Student Employee Orientation PowerPoint and the university Student Employment Policy @ http://hr.osu.edu/public/documents/policy/policy1010.pdf. If you have questions, please ask Andrea in Human Resources at Garringer.11@osu.edu.
# How To Hire An Hourly Student Employee

<table>
<thead>
<tr>
<th>Estimated Time</th>
<th>Tasks</th>
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<tbody>
<tr>
<td>2-5 days</td>
<td>1) Complete “Hire a Student Form 1- Position Creation” and send to the HR/Fiscal Officer for review and approval. The Grants Manager and/or Director of Administration for budget availability and business purpose. Upon approval, you will receive a signed copy of this via Docusign.</td>
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<tr>
<td>1-2 weeks</td>
<td>2) Collect applications &amp; review them</td>
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<td></td>
<td>• Optional: Work with HR to craft scoring criteria for applications &amp; interview questions.</td>
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<td></td>
<td>• Review <em>Legal Do’s &amp; Don’ts</em> for interviewing before conducting any interviews.</td>
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<td></td>
<td>Conduct interviews</td>
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<td></td>
<td>Select a final candidate</td>
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<td></td>
<td>• Optional: Check references</td>
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<td></td>
<td>Make verbal offer to candidate</td>
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<tr>
<td>1 week</td>
<td>3) Once you select a final candidate, complete “Hire a Student Form 2: Student Information” to request the hire and submit it to HR.</td>
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<td></td>
<td>Please allow at least 3 weeks before the desired start date.</td>
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<td></td>
<td>HR will review the candidate’s application and confirm that the student is eligible for the job.</td>
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<table>
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<tr>
<th>Estimated Time</th>
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<tr>
<td>2-3 days</td>
<td>4) HR will draft a letter of offer and send it to the student. You will be notified via Docusign when the student has signed.</td>
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</table>
| 1-2 weeks      | 5) HR will request the hire to be processed by the Service Center via HRA.  
6) Service Center Representative will receive the HRA and submit a background check request to OHR.  
7) Service Center will email the final candidate to congratulate him/her and to provide notification of the background check requirement and procedure.  
8) OHR will process a background check if necessary and notify the Service Center representative of approval/denial.  
9) Service Center representative will communicate background check result to JGC HR. (JGC HR and OHR will discuss unapproved background checks for hire determination.)  
10) Service Center representative will communicate approved background check to final candidate and provide instructions to complete new hire paperwork at the Business Service Center & via DocuSign. |

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## How To Hire An Hourly Student Employee

| Estimated Time | 11) The final candidate will complete new hire paperwork at the Business Service Center and via DocuSign.  
12) Service Center will notify new hire & supervisor via email when all requirements have been met and the new hire can begin working.  
   
   Q: What if this “all clear” email isn’t received by the start date on the letter of offer?  
   A: The start date will be delayed for as long as necessary to ensure that all new hire requirements have been met.  
   
   Q: Can work (or can volunteering) begin before this “all clear” email?  
   A: No – no work or volunteer activities can be performed without an approved background check on file and completion of new hire paperwork.  |

| Total Time from Offer Letter to Start Date = approx. 3 weeks | **13) STUDENT CAN BEGIN WORKING!**  
- Request a copy of the student’s class schedule and contact student to arrange for 1st day.  
- Develop regular work schedule for students.  
- On 1st day, provide orientation PPT to student employee and go over unit specific procedures, policies, etc.  
- If your student employee will need access to outlook, please send an email to Glenn-Help@osu.edu to request a “name.#s” account for him/her. |
Legal Do’s and Don’ts

- When interviewing candidates, make sure the information be asked is:
  1. relevant to the job and
  2. consistent among every candidate

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<tr>
<th>Topic</th>
<th>Do’s</th>
<th>Don’ts</th>
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<tr>
<td>Name</td>
<td>• Do ask candidate’s name.</td>
<td>• Don’t inquire into any title that indicates race, color, religion, sex, national origin, handicap age or ancestry.</td>
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<tr>
<td>Economic Status</td>
<td>• Do be aware that casual conversations about things like the type of car the candidate drives, playing golf, the schools their children attend, stock market investments, etc, can be uncomfortable for some people.</td>
<td>• Don’t acknowledge or inquire about where a candidate lives because it’s not relevant to their ability to do a job.</td>
</tr>
<tr>
<td>Race, Color, Religion, or National Origin</td>
<td>• Do be aware that casual conversation about race, ethnicity, religion, etc, is inappropriate and offensive.</td>
<td>• Don’t acknowledge or inquire about a candidate’s place of birth, origin of name, ethnic dress or customs, race, religion, national origin, or accent (e.g., “What an interesting name...” “What a beautiful son...”), Don’t assume familiarity based on personal experience or other relationships. Avoid generalizations about categories of people (e.g., “All Asians are smart”).</td>
</tr>
<tr>
<td>Disability</td>
<td>• Do state ask: “This job requires traits y, z. Can you perform these tasks with or without reasonable accommodation?”</td>
<td>• Don’t inquire about candidate’s physical disabilities.</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>• Do require proof of citizenship after being hired.</td>
<td>• Don’t inquire about citizenship.</td>
</tr>
<tr>
<td>Photographs</td>
<td>• May be required after hiring for identification.</td>
<td>• Don’t ask for photographs prior to hiring.</td>
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<tr>
<td>References</td>
<td>• Do ask for general personal and work references which do not reveal the race, color, religion, sex, national origin, handicap, age or ancestry of the candidate.</td>
<td>• Don’t request references specifically from clergymen or any other persons who might reflect race, color, religion, sex, national origin, handicap, age or ancestry of applicant.</td>
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Student Employment Policy

• Certain restrictions apply to student work hours:
  – Student employees are prohibited from working more than 28 hours/week while enrolled in classes or 38 hours/week during break periods (working hours are subject to supervisor approval).
  
  – Work study students may work a maximum of 20 hours per week and must comply with all requirements in the FWS Student Employee Manual at: http://sfa.osu.edu/Forms/award/FWS.pdf
  
  – International students may only hold appointments up to 50% FTE and may only work up to 20 hours per week except during official school breaks or their authorized annual vacation period. Contact the Office of International Affairs for more information.
  
  – Student employees may hold multiple appointments across campus. The appointments must be the same status (e.g. exempt, nonexempt) and cannot exceed the maximum hours per week (28/week while enrolled or 38/week during breaks) for all hours worked at OSU during the pay period.
  
  – See the Student Employment Policy at http://hr.osu.edu/public/documents/policy/policy1010.pdf for full details
Timekeeping (eTimesheet.osu.edu)

- Your responsibilities:
  — Confirm students are working the hours reported.
  — Approve timesheets on a weekly basis.

- Students are not eligible for Leave time; time off work during scheduled hours is subject to supervisor approval.

- Preapproval of HR via email is required for students to work more than 40 hours per week for ALL positions (at John Glenn & other units). Student will be paid time & a half for any hours over 40/week.

- Pay Schedule
  — The bi-weekly payroll schedule is available at http://controller.osu.edu/pay/paycalendars.shtm

Important: Timesheets must be submitted and approved by 10AM every Monday to avoid delays in pay!

- Review the next slide and ask HR if you have questions.
How to Use the Biweekly Supervisor Roster

1. Login to eTimesheet and click on “Biweekly Supervisor Roster”

2. Your OSU ID will automatically populate. The current pay period will automatically be selected.

3. Click search without any parameters selected to view all of the employees assigned to you. It will display the Standard Hours, eTimesheet Hours if any are entered, and the current status of each timesheet.

4. Check the status to determine who might need to be contacted or if you need to take action on a timesheet:
   - “Not Created” – The employee has not yet entered time
   - “Created, Not Submitted” – The employee has entered time
   - “Submitted, Pending Approval” – The employee is waiting for approval
   - “Approved” – The timesheet is approved

1. Login to eTimesheet by going to http://etimesheet.osu.edu.

2. Click “Approval List” on the navigation bar at the top to view timesheets that are ready for your review.

3. View the Approval List at the bottom. Your complete list of items will load automatically. You can filter your list by using the Filter feature.

4. Open a timesheet in the Approval List by clicking on the employee name.

5. Review the timesheet. Pay special attention to the hours worked, comments, total hours reported, and if appropriate, the leave balances.

6. Enter a comment if you need to communicate with your employee. Please note that comments are public record. They cannot be deleted and can be viewed by anyone. Do not include medical documentation in the comments.

7. Take action on the timesheet at the bottom. Clicking “Approve” or “Deny” will save your decision and comments automatically. Note that “Deny” requires a comment. Clicking “Save for Later” will save a comment without a decision. To return to your list without taking action, click “Approval List” at the top.
How to Supervise an Hourly Student Employee

Manager Responsibilities

• Explain the role and duties of student employees clearly and provide clarification as needed.
• Explain the behavior and work quality expectations and give feedback frequently.
• Provide training in skills and procedures necessary to perform tasks.
• Ensure adequate supervision of student work.
• Keep lines of communication open, clear, and constructive.
• Ensure that students are not scheduled to work during established class times, labs, tests, etc. or overtime without prior authorization.
• Treat all students in accordance with their rights, which are the same as all employees' rights as defined by applicable state, federal, and University regulations.
• Ensure the accuracy and timely approval of student time sheets.
• Managers of Federal Work Study students must comply with the FWS Employer Manual rules at http://sfa.osu.edu/Forms/award/FWS.pdf
Student Performance Evaluation

• Student performance evaluations are done at the end of each semester. You will receive an email from HR to initiate the process for your student employees.

• Students who receive a positive evaluation will also receive a 10 cents per hour pay increase for the following semester with approval from their supervisors.

Student Employee Performance Evaluation Process

Purpose of this Evaluation:
At the end of each semester, each student’s immediate supervisor/instructor will evaluate the student's performance during the term. These evaluations will become part of the student's personnel file and be used for future employment determinations by the School.

Prompt and specific feedback is one of the most powerful ways to help an employee understand his or her strengths and areas for improvement in order to become more effective in the future. Your comments and feedback on this form are exceptionally important to the development of your supervisee as a student and as a future professional.

Instructions:
1. Please carefully consider the duties performed by the student during the term and his or her level of performance in those duties.
2. Complete one form for each student you supervise.
   - Only comment on behaviors as they relate to performance of the student’s work/duties. Personal and non-work related behaviors or characteristics should not be evaluated or commented upon. Use specific examples as much as possible (i.e. “you met with students regularly after class and answered questions thoroughly”).
   - Provide both appreciative and constructive feedback as much as possible.
3. After the draft form is complete, schedule a meeting with the student to review the evaluation form together.
4. If you are unable to meet with your student supervisee face-to-face, provide the draft evaluation form to him/her via email or another electronic means.
5. Have the student record his/her comments on the form.
6. Both supervisor and supervisee sign the form (a typed name and date can be entered on the form if you are unable to meet face-to-face).
7. Send the signed evaluation forms to Andrea Garringer at Garringer.11@osu.edu.

Student Employee Evaluation Form

1. Student’s name:
2. Your name:
3. Term/year:
4. Brief description of the student’s duties:
5. Overall performance: (Please type an “X” in front of one of the 5 items below)
   - (1) = did not meet requirements
   - (2) = marginally or only intermittently met requirements
   - (3) = met requirements
   - (4) = exceeded requirements
   - (5) = exceptionally exceeded requirements

6. Student’s strengths:

7. Areas for improvement:

8. Additional feedback/comments:

9. Student response/comments:

Instructor Signature / Date

Student Signature / Date
Department Specific Orientation

**Call Off Procedures:**
- Each department must designate a call off procedure for their student employees to follow.
- **Policy**
  - If a student does not notify his/her supervisor that he/she will be absent, it is considered a “no call, no show”
  - The student employee will be given a warning for the first “no call, no show”
  - The second “no call, no show” will result in termination unless extenuating circumstances can be shown that prevented the student employee from being able to provide notification of his/her absence.
  - Calling off work for 3 or more days in a row due to illness requires a doctor’s note
  - All other time off is up to your discretion

**Time Off:**
- Do your best to accommodate your student’s work schedule changes when provided adequate notice (at least 24 hours in advance of the start of his/her shift). Supervisors are encouraged to be consistent, be reasonable, & to be fair when evaluating requests for time off.
- Please remember that the first priority for student employees should be success as students in the university. Work responsibilities are important, however, we must be dedicated to the success of our students in the classroom and need to be as flexible as possible to ensure that they have adequate time to study and prepare for their courses.

**Student employees are not expected to work when the university is closed or when the Glenn College is closed.**
- They can work over break periods (Spring Break, Summer Break, etc).
- A supervisor or designated Glenn staff member must be present to supervise student workers.
Department Specific Orientation

- Building & Emergency Preparedness:
  - Keys
    - Hourly students are not assigned keys. Staff can open doors as needed or provide access to key box keys upon request.
  - Swipe cards
    - Email Glenn-Help@osu.edu to request exterior door and elevator swipe access for students.
  - You are responsible for your student’s safety in the event of an emergency.
    - Fires
      - Evacuate the building in the event of a fire alarm; meet on the oval across from Page Hall
    - Tornados
      - Stand in the stairwells at the lowest level possible when a tornado siren alarms
      - Do not leave the stairwells until 10 minutes after sirens end or until “all clear” from JGC staff
  - First Aid
    - First aid kits are available on each floor
  - Watch 6-minute video on “Surviving an Active Shooter”
    - go.osu.edu/active-shooter
  - Please do walk-throughs of these procedures with your student employees so that they are prepared for emergencies

- Information Security:
  - All students should complete Institutional Data Policy Training upon hire.
  - FERPA & other trainings can be required/assigned by supervisor depending on the nature of the job. They are not required for all student employees.
Performance or Other Issues

- If you experience performance, attendance or other personnel issues while supervising your hourly student employee, please contact Human Resources to schedule a time to discuss these concerns and determine a strategy to address them.
  - Please remember that our role as supervisors and administrators is to prepare these student employees for success in the workplace after graduation through honest and constructive feedback.