

# Campus Employment Newsletter

Spring 2023 - Supervisor Edition

## 1 Campus Employment



### We have a new name!

To clarify our campus-wide language regarding the part-time employment of undergraduate students by University departments and faculty/staff, we have re-branded to Campus Employment. You will notice our new email address, [campusemployment@wes](mailto:campusemployment@wes), and the shift in language on our webpage.

## Welcome Supervisors!

Campus Employment Values You.



Our Campus Employers and Supervisors are a vital part of our Campus Employment program.

To keep supervisors and departments updated on important information relevant to recruiting, hiring, and employing undergraduate students in positions on-campus, we will send semesterly newsletters, which will also be available for reference on our website.

Please send any content suggestions and topic for future editions to: [campusemployment@wesleyan.edu](mailto:campusemployment@wesleyan.edu)

## Handshake

Wesleyan's platform for posting jobs, recruiting students, managing interested candidates, and sharing career events

All campus jobs employing undergraduate students must first be posted in Handshake for all students to view and have the chance to apply. Please follow our [step-by-step guide](#) for how to post all open opportunities in Handshake. If you have a particular student in mind for a role, please direct those students to the Handshake posting to submit their applications.



In the fall, many students shared that they rarely hear back from hiring managers regarding their candidacy for campus positions they applied to on Handshake.

After your job posting expires, please complete [these steps](#) to close the application loop with your interested candidates on Handshake. If you need support setting up your Handshake account or navigating the platform, don't hesitate to contact us via email, [campusemployment@wesleyan.edu](mailto:campusemployment@wesleyan.edu)

We encourage you to consider all applicants to ensure [equitable hiring practices](#).



## Success at Wes Training

Success at Wes: Campus Employment Overview for Supervisors of Undergraduate Students

To register, sign-up in [WesPortal](#).

- Wednesday, February 8th at 1 PM
- Wednesday, March 15th at 1 PM
- Wednesday, May 3rd at 1 PM

## Reminders

- Students can work up to 20 hours per week during the academic semester, and up to 40 hours per week during any break period
- Spring break 2023 pay periods : 3/13 - 3/19 & 3/20 - 3/26
- It is common for Wesleyan students to hold multiple roles through campus employment. Please be mindful of this when setting work schedules with your student employees to support them in staying within hourly limits.
- The minimum wage on campus will increase to \$15.00 per hour on Jul 1, 2023. Please keep this in mind when hiring students and planning for summer and fall opportunities.

## Supervisors Responsibilities

- During a job interview, it is essential that the supervisor clearly explain the job responsibilities, performance expectations, hourly salary, and work schedules associated with the position.
- Provide the appropriate training and workspace for each student employee.
- Be certain the time is recorded accurately and timely, and approved weekly on Workforce Time, via the Payroll Office
- Inform a student about work performance through verbal communication or performance evaluation.

## Need Support?

If you would like to connect one-on-one to discuss a question regarding campuses employment, we welcome you to visit us during our drop-in hours on zoom. Drop-in hours will be held every Friday starting February 3rd, during the Spring semester from 10a - 12p.

Please [sign up here](#) for an appointment.

# Student Employee Onboarding

## Strategy and tips for successfully onboarding student employees

When students are hired, they become important members of the department team. For many students, this is their first employment opportunity. Here are some training and orientation tips for setting everyone up for success:

### Office Tour:

Provide an opportunity for introductions and an overview of where everything is located.

### Expectations:

Please review the job descriptions and role expectations with your student employees. Be clear about what success would look like for this role. Providing this guidance in writing is considered best practice. [Please click here](#) for a template to get started.

### Confidentiality agreement:

A confidentiality agreement can be used in offices where the personal information of others can be accessed, viewable, or overheard by student employees

### Office Etiquette

Provide an overview of the dress code, hours of operation, policy and procedures, visitor policy, breaks, and expectations around professionalism.

### Hours and Scheduling:

Set up weekly schedule and expectations around changing or canceling a shift when needed. Include a training schedule as well. A reminder that students should be paid for all training hours.

## Work Study Eligibility

If you are interested in knowing the work-study eligibility of your student applicants, please choose 'yes' on the work-study indicator when posting your job to Handshake. This feature will allow *all* students to view and apply but will show the hiring manager which applicants are work-study eligible.