Student Supervisor Hiring and Posting Responsibilities

This guide was created with the intention to assist student supervisors with understanding the process and steps to take from creating and/ or posting a student position to hiring a student. All student jobs must be posted as we must have their application on file. This allows for transparency as well as record of all positions, postings, and students who've submitted applications for hire.

In this guide, you will find

- High level points of the HR process,
- High level Student Supervisor responsibilities,
- and the breakdown of Student Supervisor responsibilities.

HR Process

Creating/ Posting of Student Positions and Hiring of Student employees

- HR receives request via formstack to create/ post position.
- HR creates position in PeopleSoft and/ or posts open position in Handshake and gives the manager access to view student applications. If new position is created, Jaz Soto will email the hiring manager the newly created position number.
    - Link is added to student employment page on HR Student Employment Opportunities page if being posted.
- After interviewing, supervisor selects student candidate(s) to hire from candidate pool and submits a Smart Hire request in PeopleSoft.
- HR receives notification to hire student.
    - If the student has previously worked on campus, they will be hired in PeopleSoft immediately.
    - If the student has not previously worked on campus, they will need to go through the hiring process and ***may not*** begin working until this is complete. Students must complete new hire paperwork and present HR with acceptable identification documents.

Student Supervisor Responsibilities

Prior to hiring students, supervisors must ensure the department has enough funds in budget to pay student employee(s) for semester/ academic year- speak with your immediate supervisor regarding your department budget; students are non-exempt hourly employees and are paid the hourly minimum rate that is currently $14.20 and will increase to $15.00 on 1/1/2024.

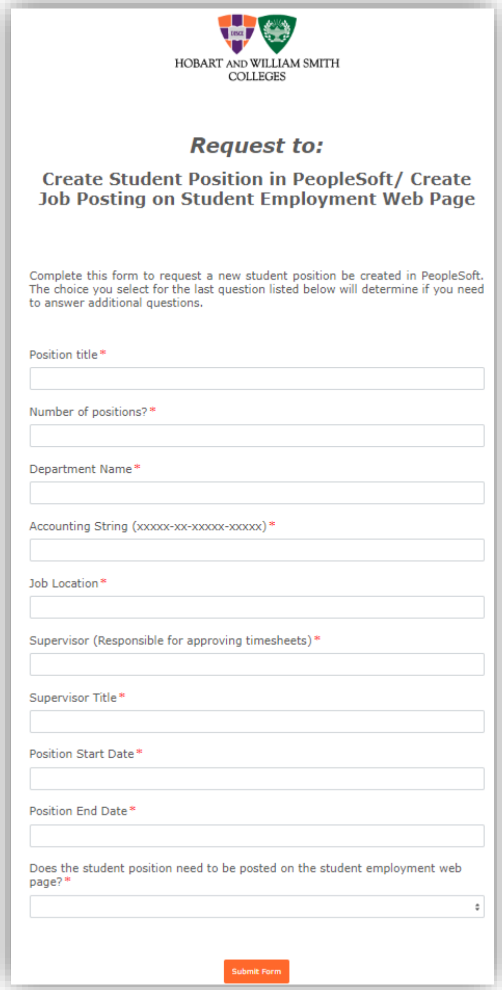
High Level

Breakdown of each bullet on following slides

1. Submit formstack form request to create and/ or post open student position.
2. View/ select student candidate that applied from candidate pool via Handshake (student applicant tracking system).
   a) Email Jaz Soto (soto@hws.edu) request to remove student posting from student employment page.
3. Submit Smart Hire request via PeopleSoft.
   a) If the student has not previously worked on campus, they can only be hired into PeopleSoft and be paid when they've completed their new hire paperwork and have presented their acceptable documents to a HR representative.
      i. Student will receive an email from HR with the new hire packet as well as a guide on how to complete their packet.
      ii. When they've presented their documents and have completed their new hire packet, they will be hired in PeopleSoft and they are then legally able to begin work.
      iii. The supervisor and student employee will receive an automated message from PeopleSoft stating the student had been hired into their position.
   b) If the student has previously worked on campus, they will be hired in PeopleSoft immediately.
4. When a student is hired in PeopleSoft and the student has entered time into their timesheet, the supervisor must approve student timesheets. ****Students will not be paid unless they've entered time and supervisors approve their time by payroll cutoff.****

1. Submit formstack form request if looking to create and/ or post open student position

Complete all fields with an asterisk


HOBART AND WILLIAM SMITH COLLEGES

Request to:

Create Student Position in PeopleSoft/ Create Job Posting on Student Employment Web Page

Complete this form to request a new student position be created in PeopleSoft. The choice you select for the last question listed below will determine if you need to answer additional questions.

Position title *

Number of positions? *

Department Name *

Accounting String (xxxxx-xx-xxxxx-xxxxx) *

Job Location *

Supervisor (Responsible for approving timesheets) *

Supervisor Title *

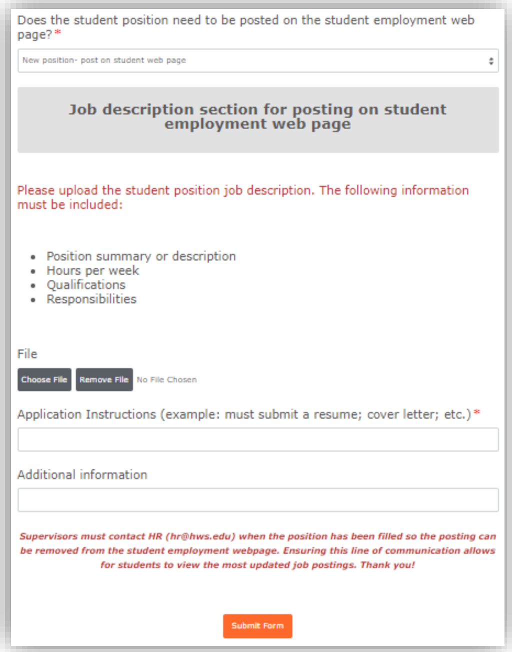
Position Start Date *

Position End Date *

Does the student position need to be posted on the student employment web page? *

Submit Form

- If only creating a new student position and not currently hiring, select in the last field from the drop down menu “New position- DO NOT post on student web page”.
  - Click Submit


Does the student position need to be posted on the student employment web page? *

New position- post on student web page

Job description section for posting on student employment web page

Please upload the student position job description. The following information must be included:

- Position summary or description
- Hours per week
- Qualifications
- Responsibilities

File

Choose File | Remove File | No File Chosen

Application Instructions (example: must submit a resume; cover letter; etc.) *

Additional information

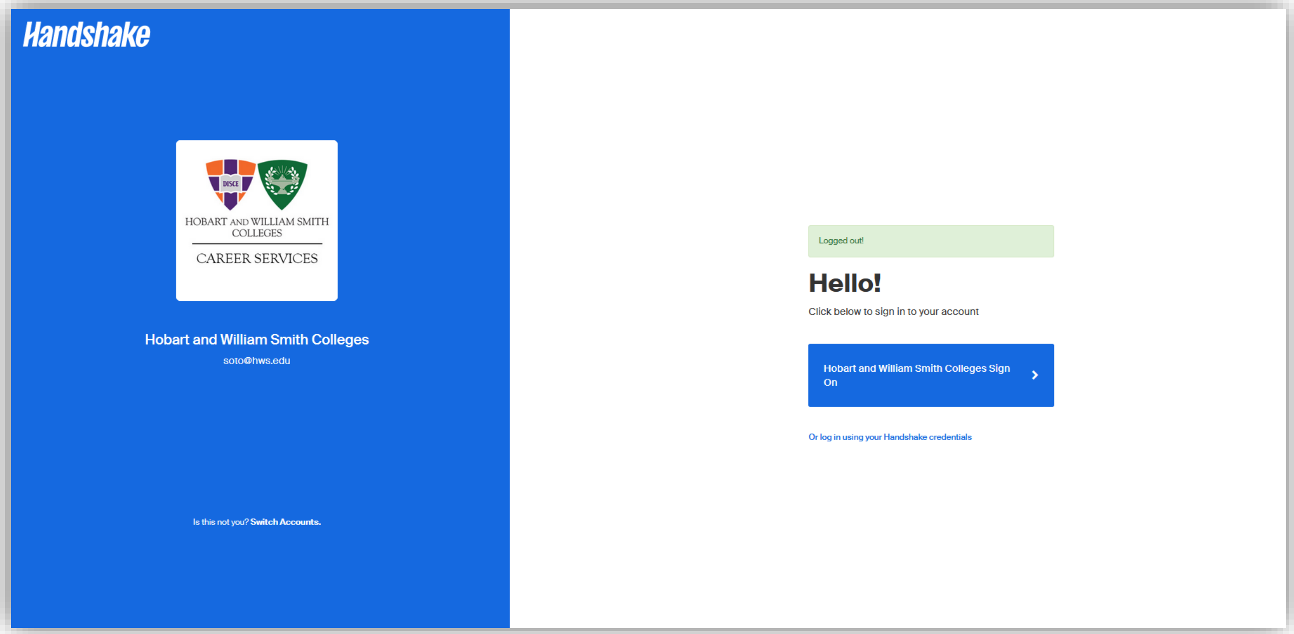
Supervisors must contact HR (hr@hws.edu) when the position has been filled so the posting can be removed from the student employment webpage. Ensuring this line of communication allows for students to view the most updated job postings. Thank you!

Submit Form

The remaining two options in the last field’s drop down menu will require more information:

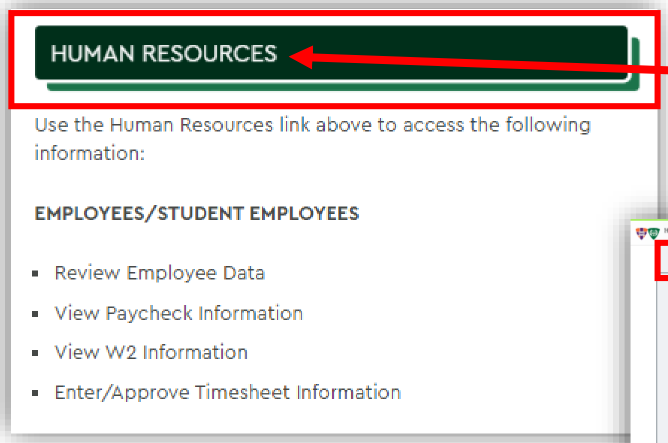
- If creating a new position and posting, select in the last field from the drop down menu “New position- post on student web page”; If there’s an existing position that needs to be posted, select “Existing position- post on student web page”.
  - Click Submit

2. View/ select student candidate that applied from candidate pool via Handshake (student applicant tracking system).

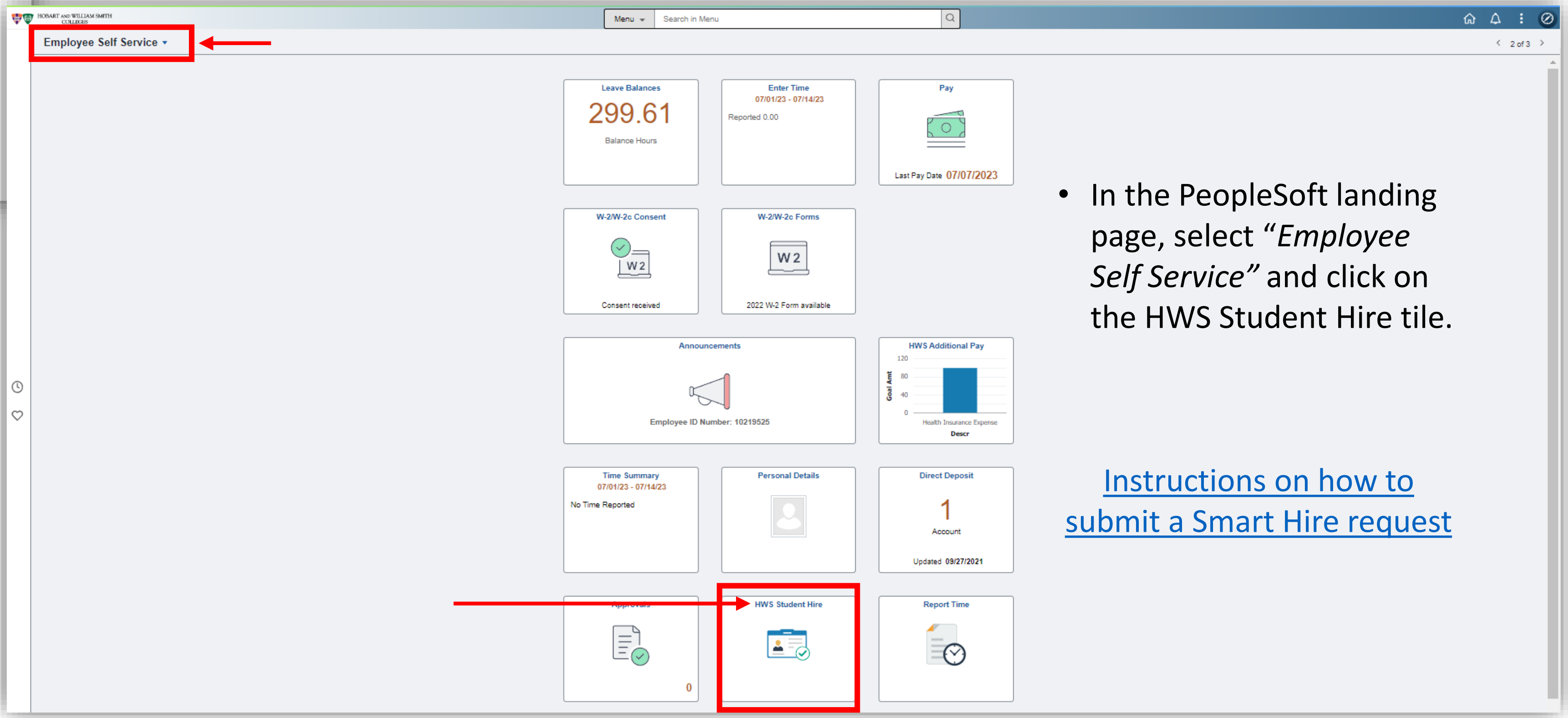


- Applications of students who've applied to open positions can be viewed by the hiring supervisor in Handshake.
- Any questions regarding concerns or how to navigate Handshake should be forwarded to *Brandi Ferrara* in the department of Career Services .

3. Submit a student Smart Hire request via PeopleSoft.



- On the portal landing page, click on the *Human Resources* green band located in the middle of the page.



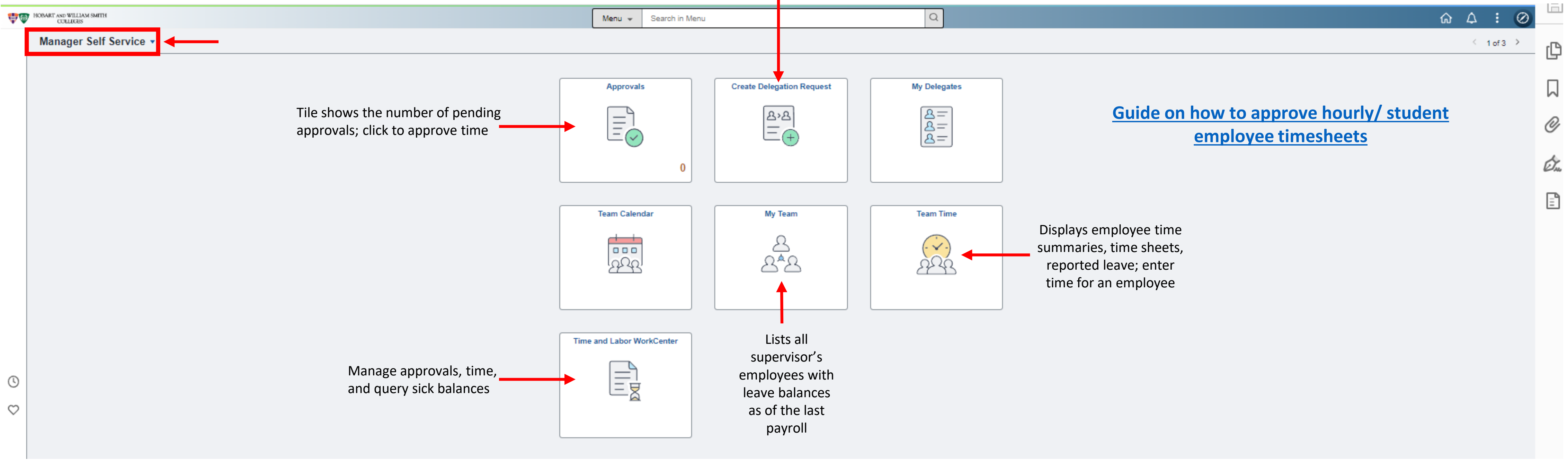
- In the PeopleSoft landing page, select "*Employee Self Service"* and click on the HWS Student Hire tile.

Instructions on how to submit a Smart Hire request

4. When a student is hired in PeopleSoft by a HR representative and student has entered time into their timesheet, the supervisor must approve student timesheets.

In the PeopleSoft landing page, select "*Manager Self Service*"

Request delegates and delegation periods



[Guide on how to approve hourly/ student employee timesheets]()