

Supervisor Handbook



University of Dayton
Career Services

**STUDENT
EMPLOYMENT**

**Alumni
House**



Table of Contents

Section 1.....Overview of Student Employment

Section 2..... Handshake

Section 3..... Job Postings

Section 4..... Interviewing/Selection Process

Section 5..... Onboarding Procedures

Section 6..... Student Employee Handbook

Section 7.....Appendix

Section 1 – Overview of Student Employment

Student Employment	2
Goals of Student Employment	2
Flow Chart to Hire a Student	3
When is a Student Considered a UD Student	4
Equal Employment Opportunity	4
One Time Check vs. Job	4
Student Paperwork	5
Importance of the I-9 Form	6
Student Working Hours	7
Working Multiple Jobs	8
Timekeeping	8
Termination of Assignment	8

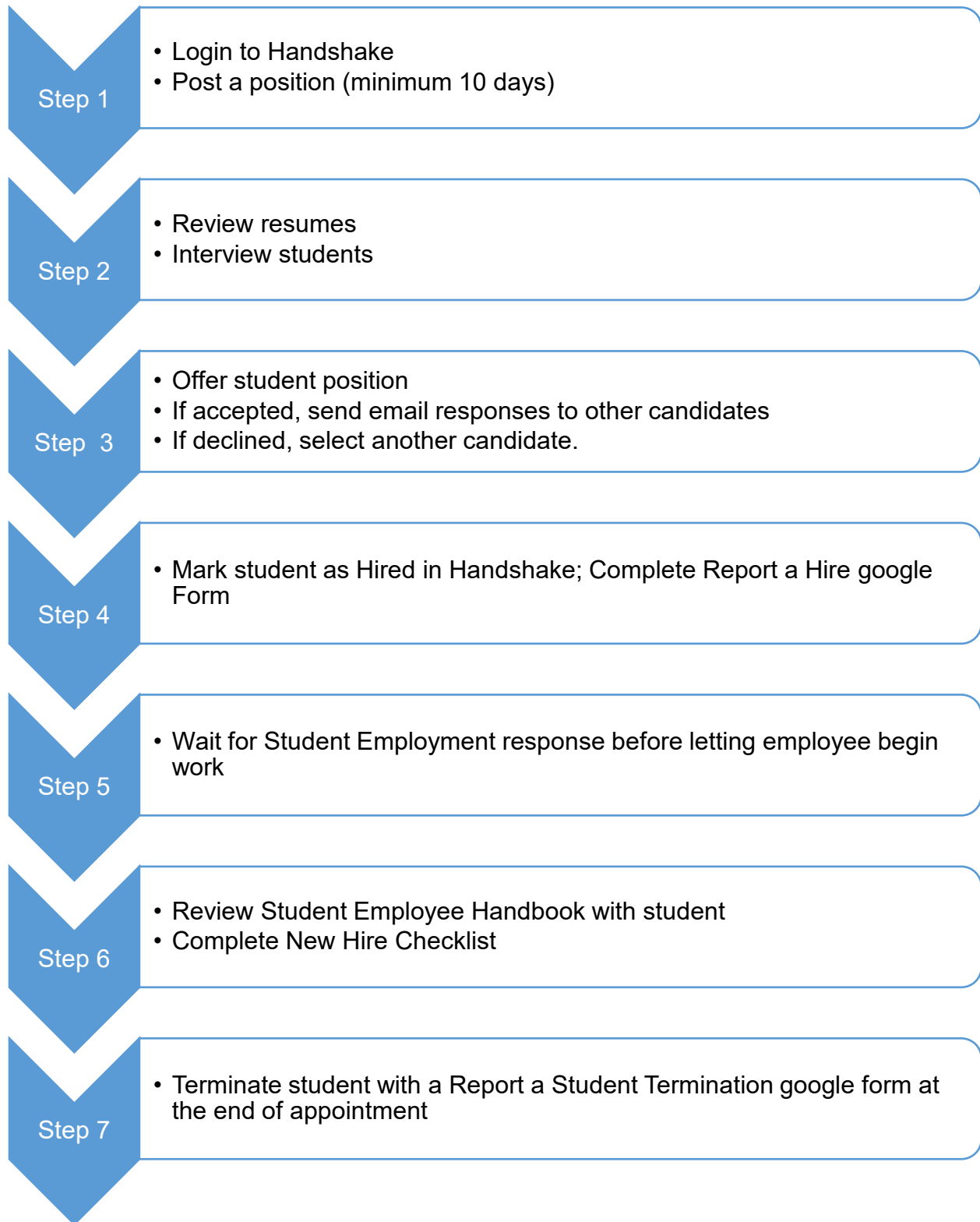
Student Employment

The Student Employment Office is located within Career Services so that we can provide more resources to better serve departments and students. Career Services offers students resources that range from resume reviews to one-on-one meetings with career advisors to helping students and alumni find internships, co-op jobs and careers after graduation among many other services. The system used by Career Services to help students find employment outside of the University is the same one we will now be using to post on-campus department positions. Though every student has a Handshake account created for them when they enroll at UD, some students do not utilize the system until later in their college journey. Using Handshake to post on-campus positions and having students apply through Handshake, will acquaint students with the system earlier. One of the bonuses for you as the department hiring manager is that this system is only used by UD students and no outside student may apply for on-campus employment.

Goals of Student Employment

Student Employment strives to deliver quality customer service to students and hiring supervisors on and off-campus. Our goal is to streamline processes for departments in order to make it as efficient as possible while remaining compliant with all employment laws and regulations. Our goal is to provide students with positions that not only provide financial assistance but also provide opportunities for them to gain career related skills that will help prepare them for their future professions.

Flow Chart to Hire a Student



When is a Student Considered a UD Student

For Student Employment hiring purposes, an undergraduate student must be enrolled for at least 6 credit hours and a graduate student must be enrolled for at least 3 credit hours. However, students that are on summer break do not need to be enrolled in classes to continue to work during the summer as long as they intend to enroll for fall. Also it is important to note that incoming freshman must be hired through Student Employment. This can be done as soon as the student graduates from high school as long as they have been accepted to the University and have deposited with the Office of Student Accounts. Upon graduation, all students who wish to continue employment must be hired by Human Resources.

Equal Employment Opportunity

In accordance with its Catholic and Marianist mission, the University reaffirms its commitment to providing equal employment opportunities. The [University's Equal Employment Opportunity Policy](#) is available to read by clicking on the hyperlink. In order to allow all candidates the opportunity to apply for posted positions, all positions must be posted for a minimum of 10 days. Under special circumstances, this minimum may be waived by Student Employment.

One-Time Check vs. Job

If you are hiring a student to work a single event or a day, then a one-time check is appropriate to pay the student as long as all New Hire paperwork has been completed PRIOR to the start of the event. However, if the event is more than one day, then the event is considered a job and therefore must be posted and the student MUST be paid by the appropriate timekeeping system on an hourly basis. Please plan accordingly if you have events that require staffing for more than one day.

Student Paperwork

Students can begin working once all paperwork is completed or on file with Student Employment. If your student has never worked on campus, they **MUST** complete new hire paperwork before beginning any work. Required documents are slightly different depending on the student.

All Students must:

- Complete a Form I-9 before beginning any work including one –time only checks. The student will receive a link to complete Section 1 of Form I-9 online. Before the first day of work for pay, the student must appear in the Student Employment office to complete the process. Section 2 requires the student to bring original documentation to confirm their employment eligibility. The entire process *must* be completed on or before the first day of work. The list of acceptable documents can be found at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>
Original documents are required by Federal Law.
- Complete a Federal Tax Withholding Form: W-4
- Complete a State of Ohio Tax Withholding Form: IT-4
- Complete a Direct Deposit Form
- Complete an Emergency Contact Form

In addition, Research Students must also:

- Complete a Computer Usage Policy Acceptance Form
- Complete an Intellectual Property Rights Agreement

International Students:

In addition, International Students must apply for a Social Security Card before completing New Hire Paperwork. They will be directed to the International Students and Scholar Services office to receive Instructions.

Importance of the I-9 Form

The Form I-9 is required by the federal government to verify the eligibility of employees to work in the United States. As a federal contractor, the University is also required to participate in the E-Verify program. The University must:

- Verify the identity and employment authorization of each person hired after Nov. 6, 1986.
- Complete and retain a Form I-9 for each employee required to complete the form.

The University must not:

- Discriminate against individuals on the basis of national origin, citizenship, or immigration status.
- Request more or different documents than are required to verify employment eligibility, reject reasonably genuine-looking documents, or specify certain documents over others.
- Request more or different documents than are required to verify employment eligibility, reject reasonably genuine-looking documents, or specify certain documents over others.
- Hire, recruit for a fee, or refer for a fee aliens he or she knows to be unauthorized to work in the United States.

If the University is found to have violated the law, UD may be subject to:

- civil fines
- criminal penalties (when there is a pattern or practice of violations)
- debarment from government contracts
- a court order requiring the payment of back pay to the individual discriminated against
- a court order requiring the employer to hire the individual discriminated against

Please ensure your new student hire has completed the Form I-9 BEFORE their first day of work for pay so that the University is not found to be in violation of the law. Violations not only cost money but can lead to the possible revocation of federal contracts.

In order to streamline the I-9 and E-Verify process, the University uses the Equifax on-line system to complete and store the Form I-9. New employees who have not previously completed a paper form will be sent a link to complete the first section of the I-9. The student will still be required to appear in person to Student Employment to present required documentation to finish the process on or before their first day of work for pay.

Student Working Hours

Students may work 20 hours or less per week during the fall and spring semesters (all jobs combined). **A work week begins at 12:00 am on Monday and ends at 11:59 pm on Sunday.** During the summer semester and breaks that are at least a week or longer, student hours will be limited to 35 hours during a work week.

We realize that some departments on campus work 40 hours a week; however students working in these areas will be limited to 35 hours as well. We also recognize that there may be a business need, such as grants, that would require a student to work over 35 hours a week during week-long breaks and the summer semester. In these special cases, prior authorization will need to be obtained from Student Employment.

Students who work during the summer semester and take 12 credit hours or more as an undergraduate student or 6 credit hours or more as a graduate student during any of the summer sessions will be limited to 20 hours a week during the session in which they are enrolled. Students who work during the summer semester must intend to register for fall classes or finishing up degree requirements in order to work through Student Employment.

Students of the university working through the Engineering Co-op Program for the University are not subject to the hours per week limitation.

Working Multiple jobs

Students can work multiple jobs as long as maximum hours worked is 20 or less. However, students cannot work multiple jobs at the Research Institute nor hold a Research job and an on-campus job at the same time. This also applies to any on campus job that is charging a grant and is being paid through the Research Institute.

Timekeeping

Once the student has completed all paperwork they will be set up in Banner so that they can report their time in either Porches, Deltek or Kronos. Timesheet queue numbers are required to set up the employee for Porches time entry. If you do not have a queue, please contact Student Employment so that one can be created for you. If you work for a department that uses Kronos, the student should have access to their Kronos account after 11:30 a.m. the day after the student is set up in Banner. Students who are working for the Research Institute or charging a Research account will be set up in Deltek by the UDRI payroll department. The student will be notified by them once their account is ready.

Termination of Assignment

Once your student has completed their employment with your department, it is essential to complete the [Report a Student Termination google form](#) or send a termination PAF to Student Employment. Please indicate on the PAF the position # for which you are terminating. This will help us to ensure the correct position is terminated. Please terminate as soon as possible so that the student does not continue to receive timesheets through Porches.

Section 2 – Handshake

- Creating an Account 2
- Posting a Position 5
- Reviewing Resumes of Applicants 8
- Notifying Students 9
- Reporting a Hire 12

If your department has never used Handshake to post student positions, please contact Student Employment at 93251

If you already have an account in Handshake, please skip to [Posting a Position](#).

Creating an Account

1. Go to app.joinhandshake.com/employer_registrations/new and enter in your email address and desired password, then click Sign Up.


The screenshot shows the Handshake registration interface. At the top left is the Handshake logo. At the top right, there is a link 'Already have an account?' and a 'Log In' button. The main content area is divided into two columns. The left column is titled 'Sign up as an Employer' and contains three input fields: 'Email Address (use your work email)', 'Password', and 'Confirm Password'. Below these fields is a blue 'Sign Up' button, which is circled in red. The right column is titled 'One Trusted, Integrated Network' and contains the text 'Recruit top students from over 700 University partners'. Below this text is a grid of 16 university logos arranged in four rows and four columns. The logos include USF, Berkeley, UCSE, Georgia, Penn, Virginia, UWLACROSSE, VALPO, V, WFL, Wellesley, W, Wisconsin Technical College System, and WPJ. At the bottom of the grid are four dots, with the rightmost one being blue.

2. Type in the requested information. Select from the list the types of students you want to hire. This is required. You do not need to complete the Alma Mater section. Click Next: Employer Guidelines.


3. Click No to the 3rd Party Recruiter question. Then click Next: Confirm Email.

Handshake Employer Guidelines


Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):




Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.



Keep Your Commitments: When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.



Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



Keep Student Info Confidential: Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

[Next: Confirm Email](#)

4. After you receive the message below, check your email for a Confirmation.



Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox.
It could take up to 10 minutes to show up in your inbox.

Didn't receive the email?

5. Once you receive your email confirmation, click on Confirm Email. You may need to check your spam.
6. Once you confirm your email, you will search for your employer. (You may need to refresh your screen.) If your department is not listed, you will need to email Stefanie at srich1@udayton.edu. If your department is listed, click on Request to join the employer account.

- Next, you will Connect to the University of Dayton by typing in University of Dayton in the box and clicking Search.

The screenshot shows the Handshake interface. At the top, there is a blue header with the Handshake logo and 'Help Test' dropdown. Below the header is a green banner that says 'Your new company account was successfully created.' The main navigation bar is grey and contains 'Step 4 of 4 - Connect with Schools', '0 Schools selected', and a yellow 'Next: Finish' button. The search area has a text input field with a 'Search' button. Below the search bar, it says 'Showing 333 results'. There are three school listings: Spelman College (Atlanta, Georgia • 2,135 students • #1 Historically Black Coll...), Babson College (Wellesley, Massachusetts • 0 students • #1 in Entrepreneur...), and The College of New Jersey. To the right, there is a 'Filter Schools by' section with a 'Region' dropdown menu. The 'Region' menu is open, showing 'Midwest', 'Northeast', 'South', and 'West', all with checked boxes.

- Once the University of Dayton appears, click on the + sign to add. Click Next: Finish.

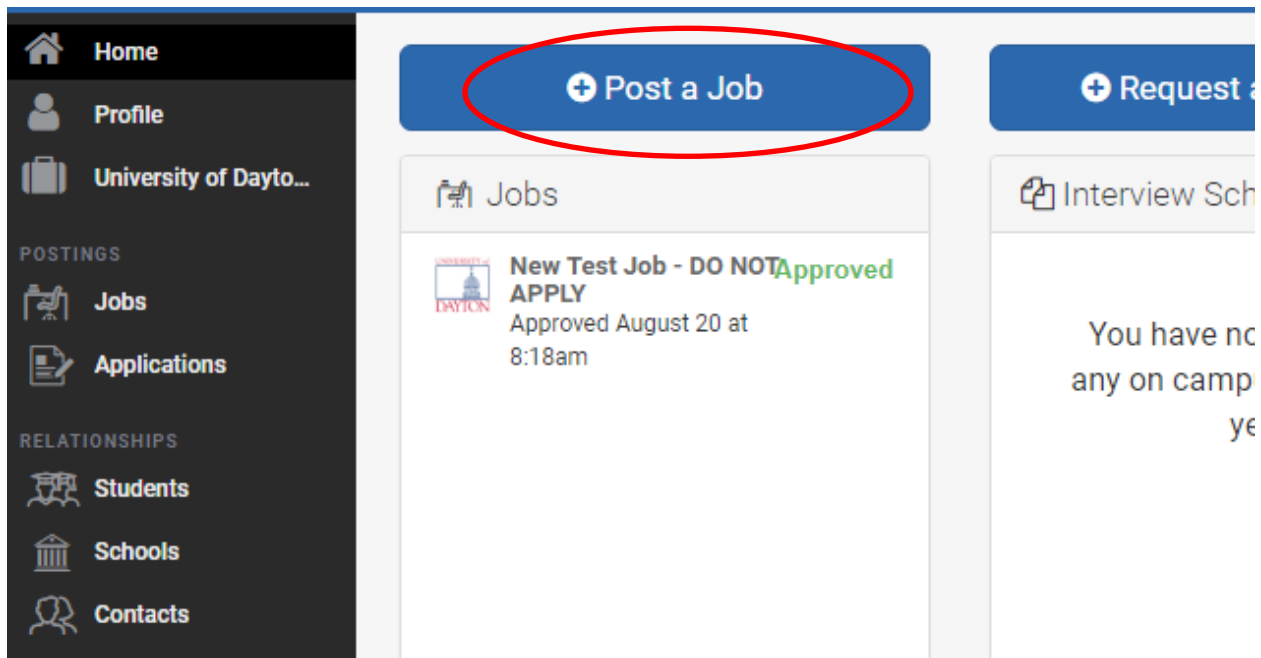
The screenshot shows the Handshake interface with the search results for 'University of Dayton'. The search bar contains 'university of dayton' and the 'Search' button. Below the search bar, it says 'Showing 1 result • Select all'. There is one school listing: 'University of Dayton' (Dayton, Ohio • 0 students). The '+' sign next to the listing is circled in red. Below the listing, there is a message: 'Done selecting schools to recruit at? Click "Finish" above to finish signing up.' To the right, there is a 'Filter Schools by' section with a 'Region' dropdown menu. The 'Region' menu is open, showing 'Midwest', 'Northeast', 'South', and 'West', all with checked boxes. Below the 'Region' menu, there is a 'Location' dropdown menu and a 'Rank' dropdown menu.

Posting a Position

Log into Handshake at app.joinhandshake.com. Enter your email address under Employers & Career Centers (USA). Click on the UDayton Alumni & On-Campus Employer Login and enter your password. You can either create a new job or duplicate a current job.

To Create a New Job

1. Click on Post a Job.

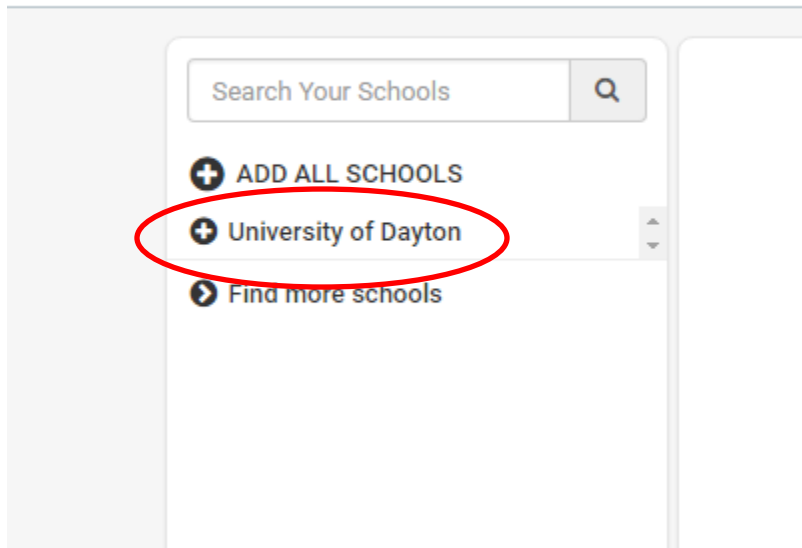


2. Type in the following on the Basics tab:
 - a. Students should apply in Handshake. (Departments that have an external application process can choose Apply through external system and then include the url)
 - b. Job Title (Please do not use the word “worker” in your title)
 - c. Company Division (This will only appear if your department is set up to have separate departments.)
 - d. Job Type – On Campus Student Employment
 - e. Employment Type – Part-Time
 - f. Duration – Temporary/Seasonal
 - g. Work Study Job? This needs to stay No. If you can only hire work study students due to budget constraints, you must get pre-approval from Student Employment.
 - h. Are you open to Speaking to Interested Candidates? This is up to you.


- i. Click Next.
 3. Type in the following on the Details tab:
 - a. Description – Must include two Career Readiness Competencies. For more information go to the Student Employment website under Hiring Managers. You can also use the job description template that is also located in Related Links on the Hiring Managers page.
 - b. Type in how many students you expect to hire (you will not be held to this number)
 - c. Approximate Salary field – Use an hourly rate. Minimum wage is currently \$9.30. As of January 2023, it will increase to \$10.10.
 - d. Job Location – enter Dayton, Ohio.
 - e. Required Documents. **Resume must remain checked.** You can require additional documents if you choose.
 - f. Click Next.
 4. The Preferences tab allows you to set up screening criteria for your position. However, all students will still be able to apply regardless of the criteria. Handshake will separate applicants based on criteria.
 - a. Graduation Date Range – don't recommend using
 - b. School Years
 - c. Minimum GPA
 - d. Majors – Majors are mapped to more general groupings
 - e. Applicant Packages – you can select how you get notified of applicants and if you want an additional person to review the applicants. To add someone else, click in the Application package recipients box to add someone that you may have added before or click Create a new contact. It will add the person underneath your information.
 - f. Click Next.

5. On the Schools tab:
 - a. Choose the University of Dayton ONLY

New Job



- b. DO NOT CHECK INTERVIEW ON CAMPUS – this is for companies requesting to come on campus to interview our students.
- c. You only need to use the Apply Start Date and Expiration Date not the Global versions. AS A REMINDER, ALL JOBS MUST BE POSTED FOR A MINIMUM OF 10 DAYS.

		Global apply start date: ⓘ	Global post expiration: ⓘ
		<input type="text" value="Set global date"/> ⓘ	<input type="text" value="Set global date"/> ⓘ
School	Interview on campus?	Apply start date	Expiration date
 University of Dayton	<input type="checkbox"/>	<input type="text" value="2017-10-19 02:00 pm"/> ⓘ	<input type="text" value="Set expiration date"/> ⓘ

- d. Click Create.

To Duplicate or Edit an Existing Job

1. Click on Jobs in the left hand navigation. Choose the job you wish to Duplicate or Edit.

2. Once the job is open, either click on Edit to edit details of a current posting or use the More Actions button to Duplicate Job. Duplicating should be used to repost the position. This will assign a new job id number. Update any information that needs updated. Click Save Changes when you are finished.

Reviewing Resumes of Applicants

1. Click on your Job Title under Jobs on your Home page or click on Jobs in the left hand navigation and click on the job you want to review.
2. Click on Review Applicants at the top of the page.
3. All of your applicants will be listed. If you want to see only those applicants that meet your preferences, you can either click on the EDIT button at the top and then click on Match All Preferences or you can use the Exclude Students That Do Not Match function.

#936744 New Test Job - DO NOT APPLY Job Details Edit Applicants

How would you rate our new applicant management page? 👍 👎

Filters CLEAR

Keyword

Categories ^

Sourced Students

Status ^

Pending (2)

Declined (1)

[View all](#)

Label ^

Not Labels v

Showing All Applicants at Your Schools EDIT

Exclude Students That Do Not Match Export CSV

School Year or Graduation Date Minimum GPA

Major Work Authorization Status

<input type="checkbox"/>	First	Last	School	Preferences	Status	Date
<input type="checkbox"/>	Michele	Rich	University of Dayton		Declined	10/04/17
<input type="checkbox"/>	Gunaseharan	Murugan	University of Dayton		Pending	08/20/17
<input type="checkbox"/>	Himabindu	Kurra	University of Dayton		Pending	08/20/17

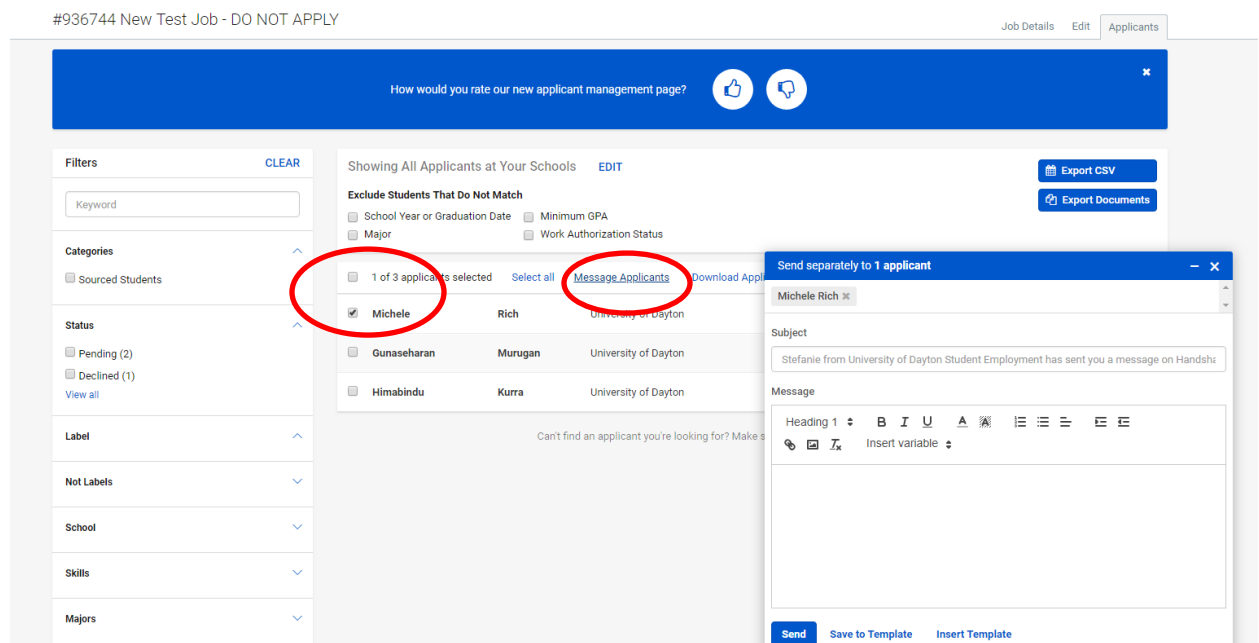
Can't find an applicant you're looking for? Make sure you've added the school they belong to.

4. You can also Export Applicant Data and Download Applicant Packages.
5. Click on a student's name to view their profile and documents.
6. Once you know who you want to hire, change their status to Hired. **YOU MUST COMPLETE THIS STEP PRIOR TO SUBMITTING THE REPORT A HIRE.**
7. If you want to hire more than one student for your position, you can check the box next to their name and then click on the More drop down that will appear. Choose Mark Applications as Hired. **YOU WILL STILL NEED TO COMPLETE INDIVIDUAL REPORT A HIRES FOR EACH STUDENT.**

Notifying Students

Using Bulk Messaging or Auto Emails

1. To notify students using Bulk Messaging, view your applicant list and click on either the check box next to the First name sort feature to message all students or individually check the box next to each student's name you want to message.

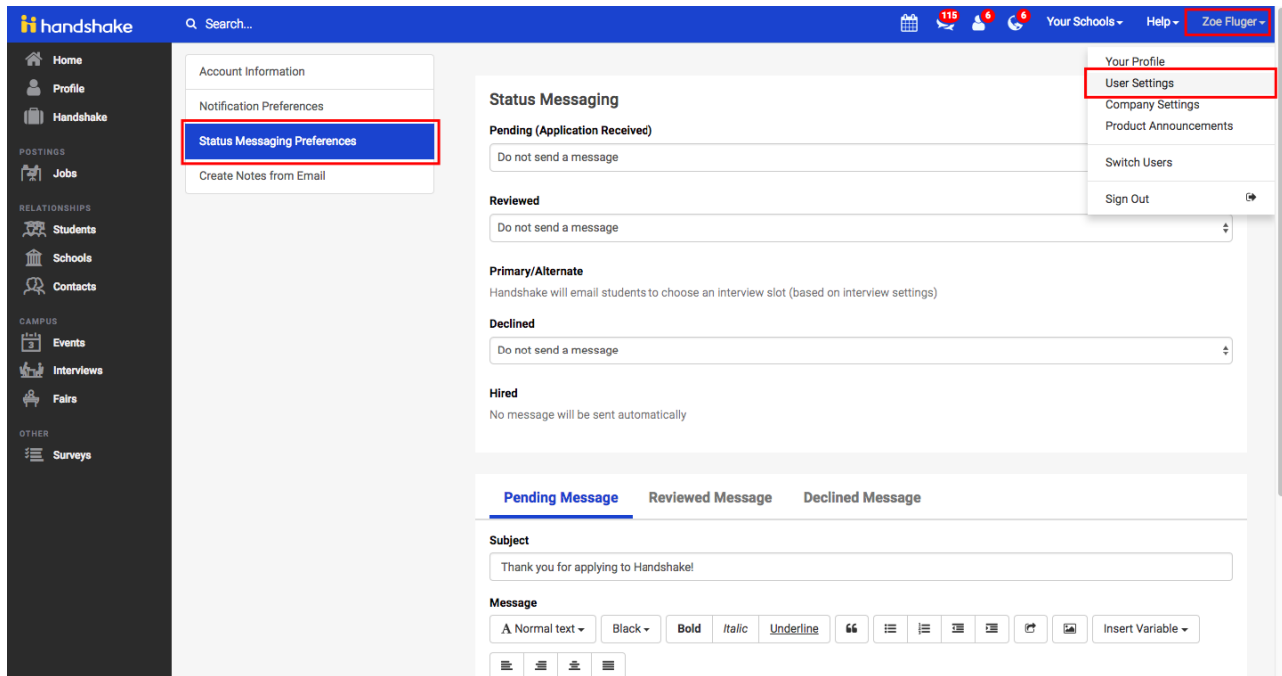


2. Then click on Message Applicants. An email editor will open so that you can send your bulk message through Handshake.

Setting Up Auto Emails

This is an easy way to communicate with your applicants throughout the application process in Handshake. Here's a guide on how to manage your Status Messaging Preferences:

1. Once you log into Handshake, **click on your name** in the right hand corner
2. **Click on User Settings**
3. **Click on Status Messaging Preferences**



1. Status Messaging Behaviors

1. Pending:

1. Automatically send default message // Do not send a message

2. Reviewed:

1. Automatically send default message // Do not send a message

3. Declined:

1. Do not send a message // Automatically send declined message // Ask to review/edit before sending

4. Hired:

1. No message will be sent automatically
 1. Note: learn more about messaging applicants [here](#)

5. Primary/Alternate:

1. Used for On Campus Interviews only
2. Handshake will email students to choose an interview slot (based on interview settings)

Status Messaging

Pending (Application Received)

Automatically send Pending message

Reviewed

Automatically send Reviewed message

Primary/Alternate

Handshake will email students to choose an interview slot (based on interview settings)

Declined

Ask to review/edit Declined message before sending

Hired

No message will be sent automatically

1. Creating Default Messages

1. Use the blue tabs towards the top of the message box to create each custom message for the individual status change (Pending, Reviewed, Declined)
2. Enter your Subject line and create your message in the body section of the message box.
3. **Tip:** Click on **Insert Variable** to have the student's name/job title automatically filled in the email that is sent.
4. **Click** on **Save Default Messages** to save all three custom messages

Pending Message Reviewed Message Declined Message

Subject

Your application to Handshake - Mountain View has been received

Message

A Normal text ▾ Black ▾ **Bold** *Italic* Underline “ ” ☰ ☷ ☹ ☸ 🔄 🖼️ Insert Variable ▾

☰ ☷ ☹ ☸

Hi {{student_first_name}},

Thank you for applying to {{job_title}} at Handshake - Mountain View! We will be in touch with next steps after we have reviewed your application.

Best,
Molly
Handshake - Mountain View

Save Default Messages Cancel

Reporting a Hire

1. **IMPORTANT:** Before completing a Report a Hire form, you must mark the student as hired in Handshake.
2. Go to https://www.udayton.edu/careerservices/studentemployment/hiring_managers/index.php In the Related Links section, click on Report a Hire form. If you are not signed into your University of Dayton email account, you will receive a log in prompt.
3. You can also go directly to the form by typing in <https://forms.gle/7kpeHZCDDvyUdfMv9> If you are not signed into your University of Dayton email account, you will receive a log in prompt.
4. You will need the following information to complete the form:
 - a. Job ID # - when you open your job, it will be located at the top of the screen in front of the job title
 - b. Student Name – First Name Last Name (copy and paste from Handshake)
 - c. Job Title (copy and paste from Handshake)
 - d. Timesheet Queue – Use the porches time queue which begins with a T or write in Deltek or Kronos
 - e. Supervisor Name
 - f. FOAPAL string – use 702100 as the account for all students
 - g. Pay Rate – at least minimum wage

- h. Start Date – use calendar
 - i. End Date – only use for short term jobs such as camps or reunion weekend.
 - j. Contact Name, Phone and +4 zip
 - k. Additional Comments
5. Your answers will be recorded and you will receive a confirmation along with a copy of your responses.
 6. After review of the Report a Hire form, you will receive an email from Student Employment letting you know that the student will need to complete paperwork or that the student has been hired into the position. **DO NOT ALLOW THE STUDENT TO WORK UNTIL YOU HAVE RECEIVED THE EMAIL THAT THE STUDENT HAS BEEN HIRED INTO YOUR POSITION. BY FEDERAL LAW THE STUDENT MAY NOT BEGIN WORK UNTIL HE/SHE HAS COMPLETED THE I-9 AND TAX DOCUMENTS IN STUDENT EMPLOYMENT**

Section 3 – Job Postings

- Purpose of the Job Posting..... 2**
- Create a Job Title 2**
- Determine Hourly Wage..... 2**
- Write a Job Description 2**
- Identify Qualifications..... 3**
- Experience Gained 4**
- Application Instructions 4**

Purpose of the Job Posting

Your job posting will be serving three purposes – as a job description as a posting and as a way to let students know what skills they will be developing while on the job. A job description should be a detailed account of what a job entails. A job posting should be a shorter descriptive of a job description in order to grab an applicant’s attention. In Handshake, we need the posting to serve dual roles. For our purposes, it is better to have too much than not enough. Your position will also need to have a Skills Gained section that includes at least two NACE Career Readiness Competencies. See below for additional information.

Create the Job Title

Use a title which describes the nature and level of the work performed, something the student would want to do. Examples of titles include Student Office Assistant, Student Lab Assistant, Sales Associate, Resume Review Intern, and Graphic Designer. It is not necessary to include the words “Student” or “worker” in the title.

Determine Hourly Wage

The hourly wage should be at least the minimum for Ohio which is \$9.30 an hour. The minimum will increase to \$10.10 an hour effective January 1, 2023. The hourly wage should be based on the duties and responsibilities of the job, and when possible the skills and abilities that the student brings to the position. Departmental budgets will also play a role in determining wage.

Write a Job Description

Write one or two sentences summarizing the primary function and general purpose of the job. For example, the summary for a Student Office Assistant might be “The

Student Office Assistant provides support to the Administrative Assistant and to the professional staff of Housing and Residence Life.”

After the summary, list out essential duties and responsibilities of the job. Use action verbs when describing what the student will be doing. Examples might include:

- Answer phones & greet customers
- Schedule appointments
- Receive and open incoming mail
- Create and enter data into spreadsheets

Identify Qualifications

Identify the knowledge, skills and abilities (KSAs) required to perform the essential functions of the job. A great resource to use is <https://www.onetonline.org/>. Think about what KSAs are actually required for the position and what could be listed as preferred. Some KSAs could be learned on the job and therefore should be listed as preferred. An example might be as follows:

Minimum:

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. The ability to read and understand information and ideas presented in writing.

Preferred:

Knowledge and sensitivity to Catholic and Marianist environment. Being aware of others' reactions and understanding why they react as they do. Ability to speak a second language.

In order to encourage international students to apply, careful thought should be given when developing the minimum and preferred qualifications.

Experienced Gained

All jobs are required to have two career competencies/skills gained included in the job description. This will allow students to better understand what they are gaining from their work experience and confidently discuss these skills with employers both on and off-campus and after graduation.

To learn more about the National Association of Colleges & Employers (NACE) Career Competencies, please visit <https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>.

We have created a Job Description Tip Sheet and a Job Description template to use when creating your job description. Both resources are on the Student Employment website under Hiring Managers and Related Links. The template is also located in the Appendix for your reference.

Application Instructions

Add instructions directly into the Job Description. You can ask them to answer specific questions in their cover letters or attach an Other Document to answer the questions. You can also tell them to attach a copy of a license if it is required for your job.

Examples include:

- Tell me why you are interested in working for the Bookstore
- Attach current CPR certificate/Life Guard certification
- In order to be considered for the position, upload writing samples/design samples to your Profile
- References

You would use the Other Document category to require any of the above. However, consider not requesting references up front. Many students do not have them yet and it may discourage students from applying for your position. If you still see the need for references, ask for them once you decide on a candidate to hire.

Section 4 – Interviewing/Selection Process

Interviewing and Selecting Your Student..... 2
Tips for Interviewing Prospective Students..... 3
Structuring an Interview 4
Sample Interview Questions 7
Interview Questions – Be Cautious 8

Interviewing & Selecting Your Student

Once you have chosen applicants to interview, the following information will help you structure the interview and determine what questions to ask and what questions are inappropriate to ask.

After you have completed interviewing, you should make an offer of employment to your chosen student. This offer should confirm the rate of pay and the start date. Keep in mind that start dates should be far enough in advance for the student to complete all required paperwork. Also start dates should never be on the 15th or last day of the month as that interferes with getting a student paid in a timely manner.

Once the student has accepted the offer of employment, you must report the hire using the Report a Hire google form. Please refer to Section 2 of this manual.

After you report the hire, you should communicate with the students who were interviewed but not selected. We HIGHLY recommend that you call the students whom you interviewed to let them know that they will not be hired. However, if time constraints make this too difficult, sending an email to the students who were not selected for the position is a second choice option. Refer to Section 2 for information on sending bulk emails through Handshake.

Tips for Interviewing Prospective Students

1. Prepare for the interview. Create a list of questions ahead of time. Attempt to ask all applicants for the same job the same type of questions, although individual experiences and follow-up questions may send you down different paths. Clear your desk. Do what you can to minimize interruptions, and focus on the candidate.
2. Put the student at ease with some small talk. Job interviews can make even the seasoned employee stressed, and you may have applicants who have no formal employment experience. If you can't move to a separate office or leave your post, explain to the student the nature of your work, and that the phone might ring (let it go to voicemail if you have it) during your interview.
3. Give the student some perspective about the job. Go over the job description from the posting, and put it in the framework of the function of your office or department. i.e. "Our department is responsible for on-campus employment, and the student hired for this position will be helping newly hired students complete the hiring paperwork." (Give the student a copy of the job description.)
4. Ask questions that will get the information you need. Use open-ended questions instead of ones that result in "yes" or "no." You can begin with "What interested you in this position?" "Tell me a bit about yourself," and "What did you like best/worst about your last job?" If the student does not have formal work experience, try asking, "What did you like best about your senior year in high school?" "What accomplishment has given you the most satisfaction?"
5. Give a brief overview of your performance expectations, beginning with the schedule. Is it fixed, or flexible? What happens when a student can't make a scheduled work shift? To whom will the student report? What kind of supervision will be provided? How is performance evaluated? What type of training will you provide?
6. Allow the student to ask questions, as well as clarify what information he/she has already offered. Summarize the student's comments about his/her work experience and interests, and ask if your summary is accurate.

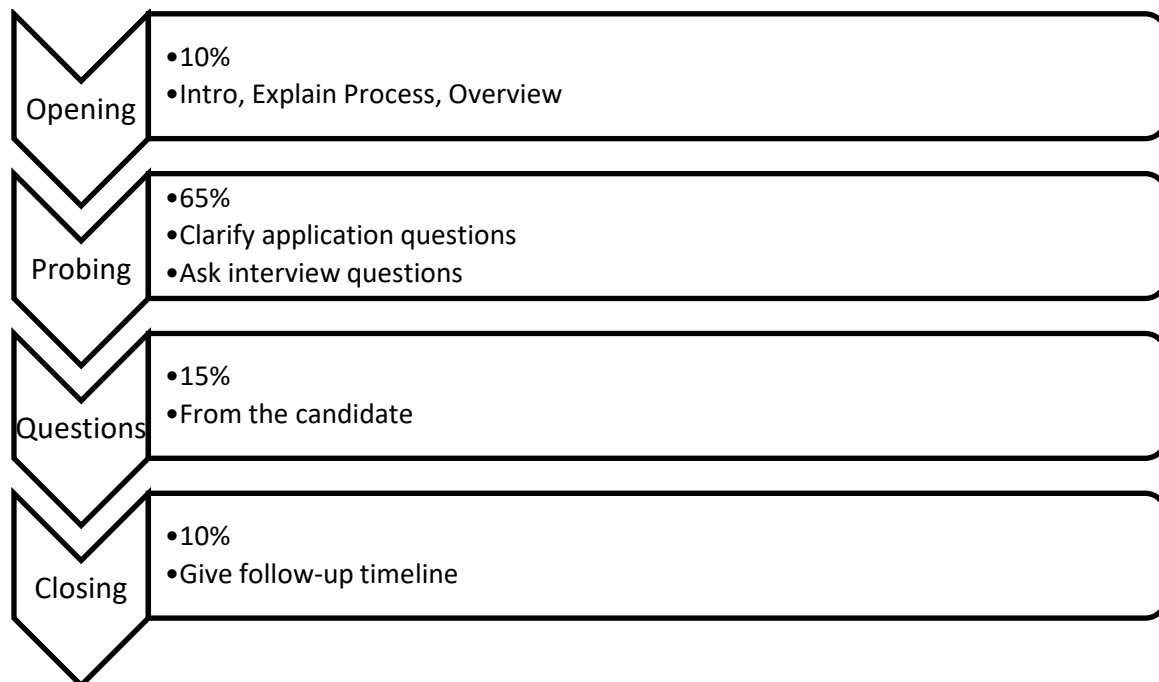
Structuring an Interview

Preparing:

- Determine requirements from the job description
- Review applications/ resumes to evaluate skill, knowledge, and education
- Decide where to conduct the interview
- Decide how you will handle interruptions

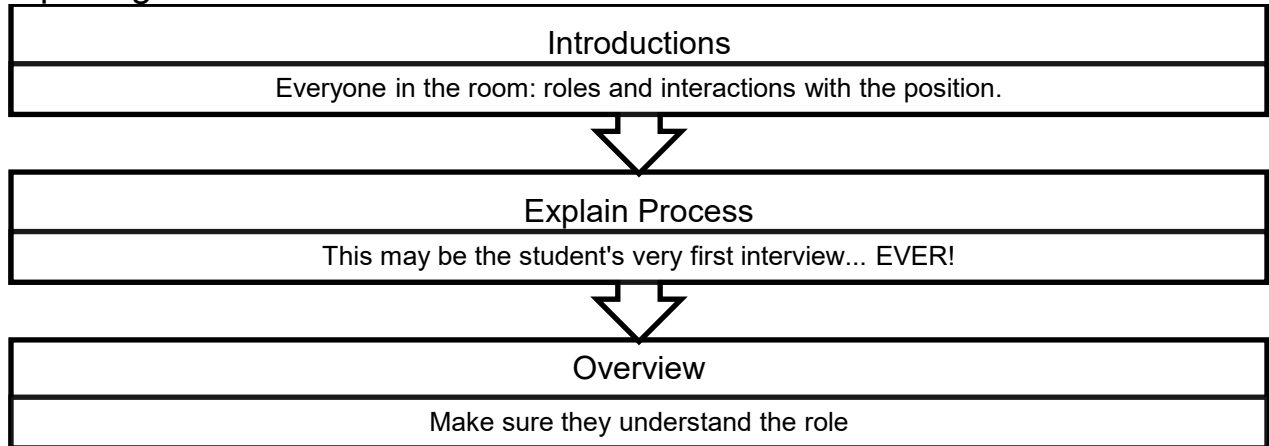
**Preparation will make a positive impression on your candidates*

Interview Outline:



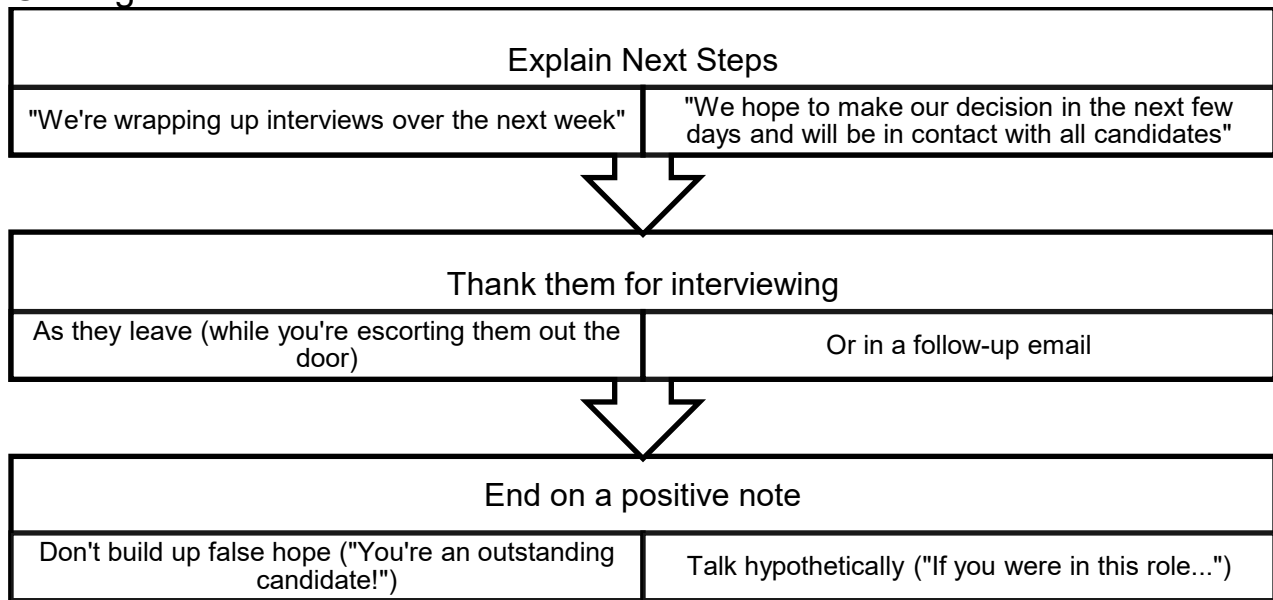
*Know that students may be nervous, by explaining the process you will help put them at ease.

Opening:



Probing Questions: See sample questions on the following pages as well as questions to avoid.

Closing:



Debrief:

- Discuss candidate immediately after interview (if with other attendees)
- Don't settle



Sample Interview Questions

1. Tell me about yourself and why you are interested in this position?
2. How do you see this position helping you gain experience in your chosen career field?
3. How do you see your past experiences benefiting our department/office?
4. What would you say is your top strength/weakness?
5. Tell me about a job you particularly enjoyed. What was the work environment? Why did you enjoy it?
6. Give me an example of a time when you made a mistake. How did you handle it?
7. Tell me about one of the best decisions you ever made.
8. Tell me about a time when you proved to your supervisor that you were reliable.
9. –ANY OTHER SPECIFIC JOB RELATED QUESTIONS YOU MAY HAVE FOR THE CANDIDATE–
10. Do you have any questions?
11. What is your work availability?
12. Are you working any other on-campus jobs?

Interview Questions – Be Cautious

Inquiry Area	Illegal Questions	Legal Questions
Age	<ul style="list-style-type: none"> • May not require an applicant's age, date of birth, or for records to prove his/her age. • Year of graduation from high school. 	<ul style="list-style-type: none"> • An employer may ask whether an individual meets the minimum age requirements set by law. "Are you over the age of 18?" is an appropriate question.
National Origin/ Citizenship	<ul style="list-style-type: none"> • Are you a U.S. citizen? • Where were you/ your parents born? • What is your "native tongue?" 	<ul style="list-style-type: none"> • Are you authorized to work in the United States?
Race/ Color	<ul style="list-style-type: none"> • All questions regarding a person's race/ color will be deemed illegal under federal and state laws. 	<ul style="list-style-type: none"> • None!
Religion	<ul style="list-style-type: none"> • Any question with regard to an applicant's religious beliefs, denomination, or any questions that indicate religious customs or holidays observed. 	<ul style="list-style-type: none"> • After an individual is hired, an employer may inquire about religious accommodations.
Marital/ Family Status	<ul style="list-style-type: none"> • Are you married? • With whom do you live? • Do you plan to have a family? • What are your childcare arrangements? 	<ul style="list-style-type: none"> • Would you be willing to relocate if necessary? • Would you be able and willing to work overtime as necessary?
Personal	<ul style="list-style-type: none"> • How tall are you? • How much do you weigh? 	<ul style="list-style-type: none"> • Are you able to lift a 50 lb. weight and carry it 100 yards, as that is part of the job?
Disabilities	<ul style="list-style-type: none"> • Do you have any disabilities? • Please complete the following medical history. • How's your family's health? 	<ul style="list-style-type: none"> • Are you able to perform the essential job functions? • Can you demonstrate how you would perform the following job-related functions?
Arrest Record	<ul style="list-style-type: none"> • Have you ever been arrested? 	<ul style="list-style-type: none"> • Have you ever been convicted of _____ ?
Military	<ul style="list-style-type: none"> • If you've been in the military, were you honorably discharged? 	<ul style="list-style-type: none"> • In what branch of the Armed Forces did you serve? • What type of training or education did you receive in the military?

Section 5 – Onboarding Procedures

Onboarding Your New Student Hire 2
Setting Expectations..... 3
New Employee Checklist..... 4

Onboarding Your New Student Hire

On your student's first day of work, you should confirm that they have filled out all of the necessary paperwork with Student Employment.

To ensure a smooth transition into working for your department, you should go over your departmental expectations with your student. These should be clear so that the student fully understands what is expected. A guide to setting expectations is included on the next page.

A new hire checklist is also included to help remind you of everything you should cover with your student before they begin working. This should also include going over the Student Employee Handbook which is included in Section 5 of this manual.

Setting Expectations

What are Expectations?

- An expression of desired behaviors from an employee. They are not an employee's duties/ responsibilities (those are listed in the job description).
- A set of clearly defined performances that are meaningful to the person and desired by the organization.
- It is understood that the expectations are both achievable given the skills/ knowledge of the performer and resources/ constraints of the environment.
- The anticipated behaviors and/or accomplishments are expressed in unambiguous terms and are verifiable.

Clear Expectations Rules

- Less is more. Create succinct statements of expectations.
- Express expectations in terms and language everyone understands. Be specific and precise.
- Write them down so you and your employees can refer to them.
- If there are dangers of misinterpretations, provide examples to help employees understand.
- Monitor performance to verify that it conforms to expectations.

The Process of Setting Expectations with your Team

- Write out a list of expectations you have for each member of your team.
- Meet with each team member. Explain the reason for setting expectations (clear understanding), and provide your list and discuss each. Ask the team member to develop their list of expectations for you and set a date to meet again to discuss.
- Meet with each team member to discuss their expectations for you, and any concerns they have of the expectations you presented to them in the first meeting – “negotiate” if necessary.
- Record all expectations – yours of each team member, and theirs of you.
- Arrange for each team member to meet with other team members and provide expectations of each other. During these discussions, you should be present to clarify and “mediate.”
- Publish all expectations between each and every team members.
- Prepare to re-visit and update these expectations on a regular basis – at least every 6 months, and on an as-needed basis.

New Student Employee Checklist

PRIOR TO FIRST DAY:

- Ensure student has completed all new hire paperwork with Student Employment

FIRST DAY:

- Provide employee with Student Employee Handbook and go over department policies

POLICIES:

- Review policies:

- Requesting time off procedures
- Calling in sick
- Holiday/exam week scheduling
- Time reporting
- Performance reviews
- Dress code
- Email and internet use
- Personal conduct standards
- Security
- Safety/ accident reporting
- Visitors/ personal calls policies
- Emergency procedures/evacuation
- Confidentiality
- Progressive disciplinary actions

ADMINISTRATIVE PROCEDURES:

- Review general administrative procedures

- Offices/desk/work station
- Keys
- Mail (incoming/outgoing)
- Shipping (FedEx, DHL, UPS)
- Voicemail
- Fax machine/ copy machine
- Computer login
- Telephone
- Building access
- Conference rooms
- Office supplies
- Breaks

INTRODUCTIONS AND TOURS:

- Give introductions to department staff and key personnel during tour.

- Tour of building/facilities, including:

- Restrooms
- Mail room/area
- Copy equipment
- Fax machine
- Kitchen/break area
- Emergency exits/ equipment
- Bulletin board
- Parking
- Printers
- Office supplies
- Coffee/vending machines

POSITION INFORMATION:

- Review job assignments and training plans
- Review job description and performance expectations and standards
- Review work schedule and hours

COMPUTERS:

- Hardware and software reviews, including:

- Email
- Facebook
- Login to software/network
- Microsoft Office
- Databases and shared drives
- Internet



University of Dayton

Student Employee Handbook

University of Dayton

Student Employee Handbook

This handbook provides the policies and procedures that govern student employees of the University of Dayton. Should you have any questions about the information that is contained in this handbook, please contact a representative by phone at 937-229-3249 (x93249), by visiting Student Employment in Alumni House, 208 L St. or by email at studentemployment@udayton.edu.

Table of Contents

Student Responsibilities	2
Working On Campus	
Time Reporting	3
Maximum Working Hours	4
Overtime Policy	4
Pay Schedule	4
Direct Deposit	5
FICA Tax Exemption	5
Form W-2.....	5
Pay Rates & Increases	
Minimum Wage.....	6
Merit Raises.....	6
Special Restrictions	
Limits on Co-op Students	6
Working for Research/Research Sponsored Job vs Campus Job.....	6
Job Separation	
Resignation.....	7
Involuntary Separation With Notice	7
Involuntary Separation Without Notice	8
Returning To Your Job After Academic Vacations.....	8
University Policies & Procedures	
Drug-Free Workplace Policy.....	8
Grievance Procedures	9
Illness/Emergency Leave	9
Injury On The Job	9
Jury Duty	10
Nepotism Policy.....	10
Nondiscrimination and Anti-Harassment Policy	10
Smoking Policy	11
Work Breaks	12
Worker's Compensation Policy	12
Request for Accommodations	12
Transportation Services	13

STUDENT RESPONSIBILITIES

You should begin your new job in a positive way and know what your employer expects of you regarding work performance, scheduling, and dress code. You should be aware of the specific policies and procedures of your employing department so that you can gain the most from your job experience. Ask questions, take the initiative, and learn as much as you possibly can. Also, be sure to obtain your employer's phone number and provide him or her with your local address and telephone number. Each job is unique and requires different skills and responsibilities; however, several universal responsibilities apply to all student employee positions.

At the University of Dayton, you are responsible for:

- Fulfilling the student employment eligibility requirements;
- Ensuring that you do not work over 20 hours per week, all positions included, during the fall and spring semesters, not including week long breaks (See Maximum Working Hours for more information);
- Ensuring that you are meeting academic standards and are not on academic probation;
- Respecting the rights and property of your employer and fellow employees;
- Treating all coworkers, students, and patrons with courtesy and respect;
- Acting in a professional manner at all times and respecting the confidentiality of student and University records;
- Contacting your employer before your shift begins if an illness or emergency prevents you from reporting to work;
- Discussing changes in your work schedule with your employer and keeping your employer's needs in mind when revising your work schedule;
- Reporting to work on time;
- Reporting your work hours accurately and submitting your time to your supervisor;
- Speaking with your employer when duties or instructions are unclear or if problems arise;
- Dressing appropriately, according to the dress code of your place of employment;
- Maintaining a positive work attitude of cooperation and initiative;
- Performing your work to the best of your ability and making a personal commitment toward providing quality service;
- Presenting and discussing new ideas with your employer;
- Conducting personal business on your own time and avoiding excessive socializing during working hours;
- Monitoring your Federal Work Study (FWS) earnings if you are working under the FWS program so that you do not exceed the earnings limit and notifying your employer if your FWS award changes.

WORKING ON CAMPUS

Time Reporting

Once you have completed the required Student Employment paperwork, you will have access to one of the timekeeping systems on campus.

Porches Time Entry:

1. Log into Porches at porches.udayton.edu.
2. Use your UD user name and password. If you have forgotten your username and password contact the Udit Helpdesk at 229-3888.
3. Click on Human Resources. Click on Employee Dashboard in the blue HR Self-Service section at the top of the screen.
4. Click on Enter Time. A calendar will open. Click on the day you worked and use the clock icon to select the time you started and the time you stopped working. Do this for every day that you work. Time entry for students must be reported in quarter hours. Enter time in intervals of 15 minutes. For example, 10:00, 10:15, 10:30, 10:45. If you work six minutes or more within any 15 minute interval, count the entire interval as time worked. For example, if you come to work at 9:05 a.m., you would round back your start time to 9:00. If you arrive at work at 9:06 a.m., you would round forward to 9:15. Student employees are required to record both time in and out, and they may do so multiple times within a day. Click on the Save button each time to record your hours.
5. If you have more than one job, you will have the option to choose the job you are reporting time for when you click on a day in the calendar.
6. At the end of the pay period, click on Preview. Then click on Submit.

Costpoint/Deltek Time Entry:

If you are working as a research student at UDRI or charging a research account for your time (your supervisor should inform you of this), you will be set up in the Deltek system for time entry. Please refer specific questions to your supervisor in regards to how to gain access to the system.

Kronos Time Entry:

If you are working for a department that uses Kronos timekeeping (currently Dining Services, the Bookstore, the RecPlex, the Arena, Law School Library, and Flyer Enterprises Joint Ventures), your account will be ready to use by 11:30 a.m. the day after your position is input into Banner. Please refer specific questions to your supervisor in regards to how to gain access to the system.

Maximum Hours

Student working hours are limited so that students can remain focused on their academics as well as for the University to be in compliance with the Affordable Care Act.

Students may work 20 hours or less per week during the fall and spring semesters (all jobs combined). **A work week begins at 12:00 am on Monday and ends at 11:59 pm on Sunday.** During the summer semester and breaks that are at least a week or longer, student hours will be limited to 35 hours during a work week. If you are working more than one campus job, your hours are accumulated among them. Therefore, you are responsible for notifying each department of your other jobs.

Students who work during the summer semester and take 12 credit hours or more as an undergraduate student or 6 credit hours or more as a graduate student during any of the summer sessions will be limited to 20 hours a week during the session in which they are enrolled. Students who work during the summer semester must intend to register for fall classes or finishing up degree requirements in order to work through Student Employment.

Students of the university working through the Engineering Co-op Program for the University are not subject to the hours per week limitation.

Overtime Policy

Overtime is not encouraged and should rarely occur since the maximum work hours during a summer work week should be no more than 35; however you are entitled to overtime pay on the rare occasion that you work more than 40 hours in a summer work week. The work week begins on Monday at 12:00 A.M. and ends on Sunday at 11:59 pm. If you are working more than one on-campus job, your hours are accumulated among them. Therefore, you are responsible for notifying each department of your other jobs, since the secondary employer is responsible for paying your overtime wages. In the event that you work more than 40 hours in one week, you will be paid 1.5 times your hourly wage for any hours in excess of 40.

Pay Schedule

Students working on campus are paid on a bi-weekly pay schedule. Time is due for approval every other Monday and pay day is the Friday of the same week. Students who use Costpoint/Deltek to report time are paid on a semi-monthly basis. Time worked from the 1st of the month to the 15th of the month, is paid on the 25th of the month. Time worked from the 16th of the month to the last day of the month is paid on the 10th of the following month. If the 10th or 25th fall on a weekend or a holiday, pay will be received on the day before.

Direct Deposit

The University of Dayton has implemented the mandatory direct depositing of pay for all employees, including student employees, eliminating the need to print paper checks.

The key advantages of direct deposit are:

- 1) the convenience of not having to go to the bank to deposit earnings,
- 2) earnings are automatically deposited if you are on vacation or off campus on payday, and
- 3) the timely, safe, and accurate deposit of pay. The regular pay date is the date used in crediting your account.

You will need to complete the '**Direct Deposit Form**' to arrange for this service. An electronic Direct Deposit form can be found on Payroll's website.

FICA Tax Exemption

Full time students are exempt from paying Medicare and Social Security taxes. In order for you to take advantage of this exemption, you must be registered as a full time student during the session in which you are working. Full time status as an undergraduate requires that you be enrolled for twelve (12) credits during the school year and six (6) credits during each of the summer sessions.

Form W-2

The W-2 form, showing the calendar year's earnings, will be mailed to your permanent mailing address soon after the first of the year. Use these forms to complete your federal, state, and local tax forms.

In support of UD's commitment to the environment & "green" technology, a federally approved Form W-2 can now be accessed at your convenience via Porches and Banner Employee Self Service.

There are multiple benefits to receiving an electronic Form W-2:

- Earlier access to your Form W-2 (no mailing delays).
- No possibility that your Form W-2 might be lost, stolen or misplaced by the U.S. mail service and potentially expose your Social Security number and other personal information.
- Access to your Form W-2 is available 24/7 at the same easy-to-use, secure web site at which you access your paystub, time/leave reporting and leave balances.
- The electronic Form W-2 displays in the same format as a printed copy. You can print as many copies as needed and mail with your tax returns or keep for your personal records.

The IRS regulations require that employees give their consent to receive the Form W-2 in an electronic format. To consent to electronic delivery of your Form W-2, please follow and complete the steps below by January 15th. (Note: Once you provide

electronic consent for your W-2, and wish to receive subsequent W-2 Forms electronically, you do not need to take any further action.)

- Login to Porches at <https://porches.udayton.edu>. Click on Human Resources.
- Click on Employee Dashboard in the blue HR Self-Service section at the top of the screen. Click on Taxes, then select 'Electronic Regulatory Consent'
- Read the statement
- Click the box next to 'Consent to receive W-2 electronically'
- Select the 'Submit' button
- The following confirmation message will display: Electronic W-2 consent was submitted successfully.

Please note that by giving consent, a printed copy will not be mailed. This process does not need to be repeated every calendar year. However, consent can be revoked for future years by unchecking the consent box.

NOTE: *Graduating students will receive a Form W-2 by mail to the address on file with Payroll. Porches access is disabled after graduation and the electronic version will be unavailable.*

PAY RATES AND INCREASES

Minimum Wage

The State of Ohio's minimum wage is currently \$9.30 per hour. As of January 1, 2023, it will increase to \$10.10 per hour.

Merit Raises

Pay increases are made at the discretion of individual departments and are based on merit.

SPECIAL RESTRICTIONS

Limits on Co-op Students/Students Working Full-Time Internships

Students who participate in a paid co-op position or paid full-time internship position will not be eligible to work a student position on campus during their work term semesters.

Working On-Campus vs Research/Research Funded Position

Though students can have more than one position on campus, students cannot work on campus and at the research institute at the same time (or a research funded position). This is due to the different pay schedule that the Research Institute is on. Furthermore, students who do work at the Research Institute can only hold one job at a time. This

also applies to any job on campus that is research funded and uses Costpoint/Deltek for time reporting.

JOB SEPARATION

Non-faculty employees of the University of Dayton are employed with an “at will” status. Employees are not employed for any definite term and either party for any reason, with or without cause, may terminate the employment relationship at any time.

Resignation

You are encouraged to submit a letter of resignation to your employer at least two weeks prior to your last day of employment. If your resignation is due to a conflict or disagreement with your employer concerning policy, schedule, work ethics, attitude, or other circumstances, you may want to discuss the problem with him or her before terminating from your position. If your resignation is due to sexual harassment and/or discrimination by either your employer or your co-workers you should consider speaking with a Student Employment representative.

As a student employee, you may voluntarily terminate your job at your own discretion. Reasons for your resignation might include:

- Course work overload
- Class scheduling conflicts
- Better job opportunity
- Co-op or intern opportunity
- Graduation
- Conflict with your employer or co-workers
- Personal reasons

Involuntary Separation With Notice

Your employer may terminate your job with notice for a number of reasons. These reasons may include, but are not limited to:

- Discontinuation of the job
- Lack of departmental funding
- Scheduling conflicts
- Federal Work Study earnings maximum met

Your employer should attempt to give you two weeks prior notice and should explain the reason for the termination of employment.

Involuntary Separation Without Notice

The employer has the right to terminate student employees without notice for any reason or if students are found to be in violation of University behavioral standards. Some examples of violations include, but are not limited to:

- Time card falsification
- Repeated unexcused absences or tardiness
- Use of drugs or alcohol during or immediately prior to the work shift.
- Theft

As an exercise of its disciplinary authority, the University of Dayton also reserves the right to deny future employment to any student found to be in violation of time card falsification and theft.

Returning to Your Job after Academic Vacations

Before each semester ends, you should ask your employer about the possibility of returning to your position the next academic year or after returning from a leave of absence (e.g. co-op experience). Most campus employers offer continued employment. However, continued employment is not guaranteed since departments have the right to change staffing and programming.

UNIVERSITY POLICIES & PROCEDURES

Drug-Free Workplace Policy

In order to ensure the University's commitment to a quality educational and work environment, every employee and student has a right to work and learn in an environment free from the effects of drugs and alcohol. The University of Dayton policy on alcohol is consistent with the law in the State of Ohio. This means that no individual may purchase, possess, or consume beer or any other alcoholic beverage until age 21.

The University's drug policy states the illicit and improper use, transfer, possession, and/or sale of illegal drugs and the possession and/or use of any type of drug paraphernalia are prohibited at the University of Dayton. Each student is responsible for adhering to these policies. If a violation occurs, disciplinary action will be taken. Penalties can include termination of employment, dismissal or expulsion from the University and possible criminal prosecution.

While the University will attempt to provide support and counseling services for those involved in substance abuse, it also will act firmly through disciplinary procedures to control drug abuse and the promotion of illegal substances in the campus and in the University community.

Grievance Procedures

Occasionally, conflicts arise in the work place between the student worker and the employer. Usually these conflicts can be resolved by taking the following action:

1. If you have a grievance concerning an employer's policy or procedure, make an attempt to discuss and settle the problem with your immediate supervisor. Do not be afraid to present and talk about your concerns. Try to stay calm and rationally present your argument. Emotional outbursts tend to cause friction. Determine what you want to talk about before you meet with your supervisor. In most cases, an honest discussion resolves the conflict.
2. If you are dissatisfied with your supervisor's response, you may want to then contact your department supervisor to discuss your concerns. Explain to him or her that you have already spoken with your immediate supervisor and are dissatisfied with the outcome. Possibly, the department supervisor can resolve the conflict.
3. If you are still unable to resolve the matter, make an appointment with the Dean of Admission and Financial Aid. Be prepared to present all the information pertaining to the matter.
4. The Dean will meet with all of the individuals involved and attempt to mediate the problem. Written records reflecting these proceedings will be maintained in your student employment file.
5. If the matter is not resolved to your satisfaction, you may appeal the resolution in writing to the University's Grievance Board.

Illness/Emergency Leave

If you are absent during a scheduled work shift, you will not be paid for those hours. If you become ill and/or an emergency arises and you are unable to work, you must notify your employer as soon as possible before your shift begins, so he or she can make necessary arrangements. If your illness persists for a long period of time, notify your employer of the situation so that necessary arrangements can be made.

If you are absent due to uncontrollable circumstances and you are unable to notify your employer, you will be able to explain your situation at a later time when you return to work. However, if you have no justification for your absence, you are subject to any disciplinary action taken by your employer (e.g. reprimand, dismissal).

Injury on the Job

If you are injured on the job you must make your supervisor aware of your injury immediately. Every reasonable effort will be made to assist you in receiving prompt medical attention. U.D. Public Safety, or the University Rescue Squad, may be called if needed, and patrol officers are qualified in first-aid procedures.

It is important for you to complete the proper paperwork in order to file a claim and be reimbursed for your medical expenses. Please be sure to fulfill this obligation as soon as possible. For any additional information concerning the Worker's Compensation

Policy or injury on the job, contact the Office of Human Resources, St. Mary's Hall, Room 118, 229-2541.

Jury Duty

A student employee (18 years or older) may be summoned for jury duty. If you are currently scheduled to work, your employer must keep your position available for you while you are serving jury duty. If only a phone call is required and you are not required to report in, you will be expected to report to your on campus work assignment. Jury duty is treated as an excused absence without pay. You will receive payment from the court.

Minor's Policy

The University of Dayton has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as a Catholic and Marianist institution of higher education. The University recognizes that children are a valued part of our campus community and is committed to providing appropriate supervision to minors who are involved in University-sponsored programs both on and off campus and for non-University sponsored programs held on the University's campus. Therefore, the University has created policies aimed at protecting children who are involved with the campus community. This policy applies to student employees who will be working with minor children as part of their job. Your supervisor will inform you if you are required to take part in Minor's Policy Training.

Nepotism Policy

No student employee should be employed in, or transferred to, a department which establishes a supervisory/employee relationship between two individuals who are related as follows: parent, child, stepchild, grandparent, grandchild, brother, half-brother, stepbrother, sister, half-sister, stepsister, uncle, aunt, nephew, niece, cousin, husband, wife, stepparent, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or any member of the same household.

The above includes not only situations where one person reports directly to another, but also to those situations where one person would be employed in a unit or department over which another person has authority or administrative responsibility.

Nondiscrimination and Anti-Harassment Policy (including Sexual Harassment)

The University's Nondiscrimination and Anti-Harassment Policy prohibits unlawful discrimination on the basis of race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, age, genetic information, military status, veteran status, familial status or disability. Sexual harassment, which includes but is not limited to sexual violence, is one form of sex/gender discrimination. The full Nondiscrimination and Anti-Harassment Policy can be found on the Nondiscrimination Resources Center website: <https://udayton.edu/policies/finance/nondiscrimination-policypage.php>

A link to this website is located in the footer of every University of Dayton webpage (including Porches).

The Nondiscrimination Resources Center also serves as the home to additional helpful information regarding discrimination issues, including online report and complaint forms, the Equity Complaint Process, and the Mandatory Reporting Policy.

The Equity Complaint Process describes the process used in resolving complaints brought under the Nondiscrimination and Anti-Harassment Policy. The Nondiscrimination Resource Center also provides “How It Works: A Quick Guide,” which provides a brief, easy to understand explanation of the process.

The Mandatory Reporting Policy imposes a duty on all employees, including student employees, to report promptly any information regarding potential violations of the Nondiscrimination and Anti-Harassment Policy to the Title IX/504 Coordinator and Equity Compliance Officer. The only exceptions to the mandatory reporting requirement involve employees who are clergy, counselors or doctors acting in that capacity when someone tells them of a discrimination/harassment concern.

The policies and process described above apply to all members of the University community (i.e., staff, faculty, student and visitor), except faculty may use the faculty grievance process for discrimination complaints that do not involve sex/gender.

Smoking Policy

The University of Dayton strives to maintain a healthy workplace and productive environment for all faculty, staff, students, and visitors. For that reason, the University allows smoking on campus only in designated smoking areas. "Smoking" is defined as the smoking of tobacco, other nicotine products, and/or smoking devices that expel a smoke or vapor. It includes, but is not limited to, use of cigarettes, electronic cigarettes, cigars, and pipes.

1. Smoking is allowed only in the exterior designated smoking areas. All tobacco products should be disposed in appropriate smoking receptacles – not on the ground. Designated smoking areas are clearly marked with signs. (see the [Designated Smoking Areas Map](#)).
2. Public streets, alleys, and sidewalks are not affected by this policy nor are any privately owned vehicles. Smoking is not allowed on University owned roadways, parking lots outside of designated areas, and sidewalks.
3. All University buildings including student residence halls and apartments (per the University of Dayton Housing Contract) are smoke free, except for University Houses.
4. Smoking is also prohibited in all vehicles owned or leased by the University, including golf carts and club car type vehicles.
5. In our continued efforts to promote a healthy environment, we offer those seeking to quit smoking cessation assistance through the University’s Human Resources office.

Work Breaks

According to the Fair Labor Standards Act, you are not eligible for a rest break during work hours. However, most on-campus employers allow a 15 minute paid work break for every four hours of continuous work. Your work break is a privilege and if you abuse it your employer may cancel it. You cannot substitute your break for the first or last fifteen minutes of your work shift. If you are scheduled to work over a meal period you should plan to eat before or after your work shift. You will not be provided with an official paid meal break. If you work eight continuous hours, you are entitled to a one hour unpaid break. You should check with your employer for further information regarding your employing department's break policies.

Worker's Compensation Policy

All students employed by the University of Dayton are insured under State Workers Compensation Laws. Ohio law provides for the payment of medical care expenses if you are injured while performing official employment related duties at the University of Dayton.

REQUEST FOR ACCOMMODATIONS

The University of Dayton provides reasonable accommodations to applicants for employment, and for employees who are qualified individuals with disabilities to enable them to perform the essential functions or duties of their positions, unless the accommodation would impose an undue hardship for the University.

Under federal law, a person is considered to have a disability if he or she:

1. Has a physical or mental impairment that substantially limits one or more major life activities (such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, or concentrating).
2. Has a record of having such an impairment.
3. Is regarded as having such an impairment class.

It is the responsibility of an employee with a physical or mental disability to make an accommodation request. To request an accommodation for a disability, you should talk with your supervisor. In most cases, the University will require appropriate documentation of the disability and the need for the specific requested accommodation. The University intends that its procedures will facilitate an interactive process of dialogue and timely exchange of information between the employee and the University.

If you have a physical or mental impairment which limits your activities and wish to pursue an on-campus position, you should contact a representative in Student Employment in order to find a position which fits your abilities and interests. You are also encouraged to visit the [Office of Learning Resources website](#) for additional assistance.

TRANSPORTATION SERVICES

The University of Dayton provides several options for students to get around campus and to get off campus. Please visit Parking Services website for more information.
https://udayton.edu/publicsafety/parking/transportation_services.php

Section 7 – Appendix

Email Templates	2
Equal Employment Opportunity Policy	3
Form I-9 List of Acceptable Documents	4
Job Description Template	5

Email Templates for Student Hiring Managers and Supervisors

Do Not Meet Minimum Qualifications:

Thank you for your interest in this position. Based on your resume, you do not meet the minimum qualifications for this position.

If you have questions about this or believe that your resume did not adequately reflect your qualifications for this position, please let me know or send an updated resume.

Sincerely,

No Interview – More Qualified Candidates:

Thank you for applying for this position. Please know that we have given your resume a careful review, but at this time we are unable to offer you an interview due to the high number of qualified candidates. We appreciate your time and interest and wish you every success as a student at UD.

Sincerely,

Posting Cancelled:

Thank you for your interest in this position. However, this posting has been canceled. We apologize for the inconvenience, but the department will no longer be hiring students for this position. We appreciate your time and interest and wish you every success as a student at UD.

If you are still in search of student employment opportunities at UD, please log into Hire a Flyer.

Sincerely,

Selected for Interview:

Thank you for your interest in this position. We would like to schedule an interview with you to discuss your interest and qualifications. We will be in touch soon to arrange a time to meet. In the meantime, please let us know as soon as possible if you are no longer interested in this position.

Sincerely,

Interviewed – Not Selected:

Note: we HIGHLY recommend you call these students personally rather than simply sending an email.

Thank you for interviewing for this position. After careful review of your qualifications and experience, unfortunately, we are unable to offer you this position. We appreciate your time and interest and wish you every success as a student at UD.

Sincerely,



Equal Employment Opportunity Policy

Effective Date: August 12, 1992

Approval: June 4, 2014; University President

Maintenance of Policy: Vice President, Human Resources

PURPOSE: To set forth the University's commitment to equal employment opportunity.

SCOPE: All University of Dayton employees and applicants for employment.

POLICY: In accordance with its Catholic and Marianist mission, the University is committed to the principles of diversity, inclusion, and equal opportunity. Equal opportunity shall be assured in employment decisions such as hiring and termination, promotion and demotion, job assignment, transfer, compensation, discipline, training and development. The University is committed to providing equal employment opportunity for all employees and applicants for employment without regard to age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation.

All employees must comply with this policy and are expected to support it. All managers and supervisors have a responsibility to be knowledgeable about the policy, to communicate it to employees, and to ensure compliance with the policy in their areas of responsibility. Any manager or supervisor who observes or learns of conduct that may constitute a denial of equal employment opportunity must report it immediately in accordance with this policy.

When the University receives a report or allegation of a violation of this policy, it will promptly investigate the matter. If an investigation reveals that a violation has occurred, the University will take appropriate corrective and preventive action. When the investigation has been concluded, the University will inform the complaining party of the results of the investigation.

REFERENCE DOCUMENTS:

1. University of Dayton Nondiscrimination and Anti-Harassment Policy
2. University of Dayton Equity Complaint Process
3. University of Dayton Policies and Procedures Manual

POLICY HISTORY:

Approved in its original form: August 12, 1992;

Approved as amended: March 15, 1994;

Approved as amended: October 16, 1998;

Approved as amended: October 21, 2000;

Approved as amended: May 13, 2005;

Approved as amended: June 4, 2014; (This policy was formerly part of the Affirmative Action Policy. Both policies are now maintained as separate and distinct policies.)

Equal Employment Opportunity Policy, (continued)

POLICY:

There will be no retaliation against any employee who makes a complaint with a good faith belief that a violation has or may have occurred, or who has cooperated with an investigation of such a complaint.

Reporting

Any employee who believes that a violation of this policy has occurred should notify the Title IX/504 Coordinator & Equity Compliance Officer ("Equity Compliance Officer"). The procedure for reporting is detailed in the University Equity Complaint Process. Employees may also report an incident using the Bias Related Incident Process (BRIP) via this link (<http://www.udayton.edu/provost/diversity/process.php>).

Employees with questions about this policy are encouraged to contact their supervisor, the Office of Human Resources or the Equity Compliance Officer.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Job Description:

Replace this text with a description of what duties this position will be responsible for and how it fits into the larger operational picture of your department. This is a general overview of the position being offered and should give applicants an idea of what they can expect when working with your department.

Essential Duties/Responsibilities:

Include a breakdown of duties (percentages encouraged but not required). Sample as follows:

50% Assists and greets student and visitors to the office via in person, email and phone

20% Work on projects to support the programs, goals of the office in event preparation such as orientation.

20% work in excel to input metrics

10% Other duties as assigned by supervisor that are in support of office goals, mission and scope of work.

Qualifications:

For qualifications consider what knowledge, skills and abilities you want the student to have entering the position. You can break these down into required and preferred. Keep in mind that many students may not have specific qualifications so if you will be training them to do the job do not require certain qualifications.

Experience Gained in this Role:

All on campus positions are now required to include a section in their job description explaining what students will learn from the position. This should be in the form of knowledge, skills, and/or abilities, and must align with **at least two** of the career competencies below. Sample language should be changed to support the job you are posting.

Career & Self-Development – Students will gain an awareness of their own strengths and weaknesses, including how to apply feedback received and how to seek out opportunities for development. Students will gain experience developing and maintaining professional relationships.

Communication – Students will learn how to be better communicators by interacting with peers, co-workers, or customers in writing and/or verbally and nonverbally. Individuals in this position will improve their active listening skills by interacting with and assisting other students in their job search.

Critical Thinking – Students will collaborate with peers and gain analytical skills by evaluating current procedures and determining effectiveness through the use of data and research.

Technology – Students will learn how to use Photoshop to create and design marketing materials. This position will teach students how to use office technology to improve efficiency and productivity on the job..

Teamwork – Students will gain knowledge about other cultures through interacting with members of the community. This position will provide students with skills to help communicate with others how our choices impact our community.

Equity & Inclusion-Students will demonstrate an open mind and flexibility in new environments. Students will seek out diversity of thought when making decisions to ensure equitable and inclusive practices. Students will engage in anti-racist practices to actively contribute to the institutions mission to become an anti-racist university.

Leadership-Students will serve as role models for their co-workers and fellow students. Students will have the opportunity to plan, initiate, manage, complete and evaluate a project.

Professionalism- Students demonstrate a positive personal, office, and university brand. Students are present and prepared regardless of the work environment.