



WHITMAN COLLEGE

**Best practices for recruiting, hiring &  
onboarding student employees**

August 2024

# Today's conversation

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- Renewed priorities for student employment
- Process for recruiting student employees
- HR- & student payroll-related processes for hiring once you have selected student employees
- Best practices for onboarding student employees



# It's a new day in student employment!

## Fall Focus

- First-year students
- International students
- Students with a work award
- Supervisor support



# What are the facts?

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- Work study is a component of need-based financial aid.
- Whitman's work study-eligible student population has increased every year over the last several years (last year was 800).
- Approximately **896** of Whitman students have a work award this year:
  - 589 are domestic students & 207 are international students.
  - 237 are first-year students (170 domestic & 67 international).
- Departments benefit from hiring students with work awards because you support one of the institution's strategic priorities, and you receive reimbursements when you hire an eligible student as long as your position is work study approved.



# More facts

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- Student employees work in nonexempt, temporary positions.
- They must be enrolled students, taking at least 6 credits, except for seniors in their last semester. They cannot work outside of the United States.
- How many hours can they work?
  - Student employees with state or federal work study can work up to **19 hours/week**.
  - Non-work study and international students can work up to **20 hours/week** during the academic year.
  - Student employees can work up to 40 hours/week when classes are not in session for a full week such as spring, summer, and winter breaks.
- Student employees accrue paid sick leave at a rate of one hour of paid sick leave for every 40 hours worked.



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# Recruiting student employees



# How do I get a position approved for work study?

- Contact Student Payroll to check the status of your position(s) ([studentpayroll@whitman.edu](mailto:studentpayroll@whitman.edu)).
- If your position hasn't been approved, point us to your posting on Handshake or send us an updated position description, and we will review it (and likely approve it).



# It all starts with an inclusive position description

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**JOB TITLE:** Keep it short & simple

**PAY RANGE:** \$16.28 to \$

**START DATE:**

## **JOB PURPOSE**

*(A 1-3 sentence description of the tasks the student employee can expect to perform on a regular basis)*

## **PRINCIPAL ACCOUNTABILITIES**

*(A bulleted list of tasks that the student employee will complete day-to day)*

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## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

*(A bulleted list of the knowledge, skills and abilities one must possess in order to successfully complete the principal accountabilities).*

Individuals must be able to explain and demonstrate that they possess the knowledge, skills and abilities to safely perform the essential functions of the job, with or without reasonable accommodation:

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# It all starts with an inclusive position description

## **EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:**

*A statement explaining how this position enhances a student's education or how it relates to a future career track. The state of Washington encourages that whenever possible, state work study students should be hired in positions related to their academic pursuits. Some examples of education benefits could include: Developing interpersonal skills and effectively collaborating with people from all backgrounds; Enhancing time management, organizational, and multi-tasking skills; Improving critical thinking and problem-solving skills; Practicing written and verbal communication skills; Gaining experience in presenting workshops; Working with students in an advising or mentoring capacity; Developing research skills; Learning how to navigate databases and information systems; further enhancing technology skills; Refining notetaking skills; Improving reflective listening skills; Increasing proficiency in a language; Developing broad skills in the hospitality industry; Deepening knowledge in a field or topic; Gaining experience in front desk, customer service, or office management; Demonstrating responsibility and the ability to work independently; Delivering services in an inclusive manner; Peer tutoring and teaching; Developing leadership skills; Strengthening attention to detail*

## **MINIMUM QUALIFICATIONS**

*(A bulleted list of the credentials a student employee must minimally have in order to be considered for the position. Please note that candidates use this area to prescreen themselves so typically there should be very few credentials that eliminate one's candidacy).*

**SUPERVISOR NAME:**

**SUPERVISOR PHONE NUMBER:**

**DATE POSTED:**



# Create a posting in Handshake

ALL

- All student positions must be posted in Handshake.
- Accessing Handshake
  - Google “Whitman College Handshake”  
or visit:  
<https://www.whitman.edu/career-prep/career-and-community-engagement-center/handshake>
  - Log in using your Whitman ID and password



# Review applications

Determine which students are work study eligible at [myWhitman.edu](https://myWhitman.edu), and prioritize work study students.

Ready to work with HR/Payroll	✓ Yes
Work Study Eligible Terms	✓ 2021FA, 2022SP, 2022FA, 2023SP, 2023FA, 2024SP, 2024FA, 2025SP <i>This student has been awarded work study as part of a financial aid package and therefore, as a college, we need to help the student fulfill this requirement by giving them priority during the hiring process.</i>
Actions	<a href="#">Contact Tracing Info</a> <a href="#">View Earnings Statement</a>



# Review applications

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- Prioritize first-year students for entry level positions.
- Do an initial screening of applications by using the qualifications and required knowledge, skills, & abilities.
- If too many applicants remain, narrow the pool by asking students to verify that they can work during the hours you need.



# Interview students

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- Prepare interview questions ahead of time that will help you measure how well applicants demonstrate they possess the skills, abilities & knowledge you indicate in the position description, and ask each candidate every question.
- Never ask questions related to a candidate's age, race/ethnicity, national origin, citizenship, religion, sex, gender identity/expression, sexual orientation, health, pregnancy status, etc.
- Consider providing some questions ahead of time to the candidates.
- Ask all candidates the same questions & provide a consistent experience.



# Interview students

- Involve at least one other staff/faculty member in the interview where possible.
- Use a rubric to evaluate candidates.
- Solicit feedback from everyone involved.

## HIRING RUBRIC

Position name  
Date

Interviewer: \_\_\_\_\_

Desired skill or competency	Questions to measure skill or competency	Strong demonstration of skill	Average demonstration of skill	Minimum/no demonstration of skill	Comments



# Close out the posting

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- Make an offer and include the hourly wage.
- If the student will be working with minors, work with the Office of Human Resources to facilitate a background check.
- Notify all students who applied for the position that you appreciate their time in the process and that you offered the job to someone else.
- Close the position in Handshake.



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**Congratulations, you hired a student,  
what is next?**





# #1: Student work authorization

- Three required forms (I9, W4 & Direct Deposit) that must be completed before the student works.
- Most commonly used forms of identification (must be actual documents, no copies)
  - Photo ID & Social Security Card
  - Photo ID & Birth Certificate
  - Passport
  - International students need: Passport, Form I-20 & Form I-94
- Washington Cares tax exemption application (if student lives outside of WA state).

The image shows three overlapping forms. The top form is Form W-4, 'Employee's Withholding Certificate', with the year 2023. The middle form is USCIS Form I-9, 'New Hire Federal Employment Eligibility Requirements'. The bottom form is Form I-20, 'Nonimmigrant Student Status'. The forms are partially filled out with blue lines and text, showing various fields for personal information, employment details, and identification.



# #2: Required trainings

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- Required trainings
  - Harassment prevention
  - Working with youth (if they are very likely to work with youth, you should notify HR so we can assign them a more in depth training)
  - Title IX (more to come)\*
- Students must complete trainings within 30 days of employment
- Students should log the time it takes to complete the training and be paid to complete the training.



# #3: Adding and managing students' payroll positions

- After the student is hired, complete the Student Employment Request Form. (If creating a new position, use the [Position Change/Creation Form](#)).
- To change a student employee's pay rate, complete the Student Employment Pay Rate Change Form.
- Once the student employee has concluded their employment, complete the Student Employment End-Date Form.

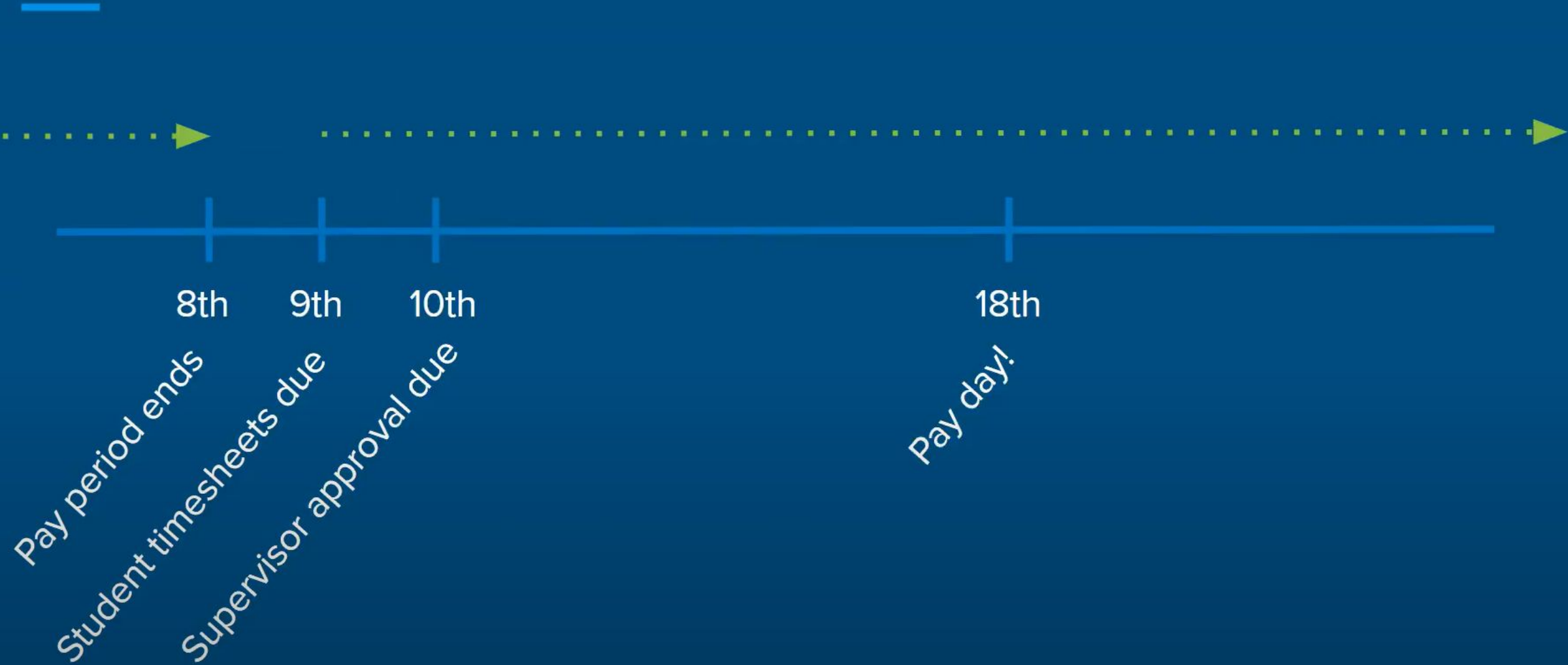


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# Student Payroll processes



# Student Pay Period



# Student pay period information

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- The student pay period runs from the **9th** of a month through the **8th** of the following month. Supervisors approve the 10th of the month. Pay day is the **18th** of the month.
- All hours worked in all jobs (including sick leave) are included in total hours worked in a week. Remember a work week is Sunday to Saturday.
- Timesheets **open** for the pay period the day after the last pay period timesheets close, usually the **11th** or **12th**.



# Approving student payroll

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- Review and approve timesheets in MyWhitman.edu under Staff Tools > Student Worker Time Approval. Supervisor Instructions for Student Payroll Self Service can be found on the Student Payroll website.
- Students have until 11:59pm, one day after the end of the pay period to submit timesheets.
- Supervisors have until 11:59pm, two days after the pay period approve timesheets.
  - Once students have entered and submitted time, supervisors receive an email.
  - Supervisors can delegate a Proxy to approve timesheets if you are unavailable.
- Late timesheets are not accepted once student payroll is processed to the point of upload.
- Timesheets received after payroll is processed will be paid the following pay period.



# Student payroll resources

## Student Payroll

- Additional instructions and links can be found on the [Business Office website](#).
- Please email [studentpayroll@whitman.edu](mailto:studentpayroll@whitman.edu) with any questions.

### Fact Sheet

All forms referenced below are available in the Human Resources Office, on the first floor of Memorial Building (Mem 107). If you have any questions, contact Human Resources at [hr@whitman.edu](mailto:hr@whitman.edu).

- If you are under 18 years of age and wish to be employed by the College, the law requires a completed "Parent/School Authorization" form.
- You will not be able to work until you've filled out forms I-9 and W-4. You will also need acceptable identification. A passport by itself or both a driver's license and social security card constitute acceptable identification. Original documents are required. To see a full list of acceptable identification, go to the Business Office website and click on Forms, then I-9 Acceptable ID.
- Whitman College has instituted mandatory direct deposit for all students. You need to fill out a direct deposit form and attach a void check or bring a statement or letter from your bank that includes both the routing number and account number for your account.
- You must have completed all the paperwork detailed above before you will be eligible for employment at Whitman College.

Payday is the 18th of every month or the business day closest to the 18th. Your payroll summary is available online at [mywhitman.edu](http://mywhitman.edu).

### [I-9 Acceptable ID](#)

### [Direct Deposit Authorization](#)

### [Student New Employment Form](#)

### [Student Employment Pay Rate Change Form](#)

### [Student Employment End-Date Form](#)

### [Student Payroll Position Codes - updated 07.05.23](#)

### [Student Position Change/Creation Form](#)

### Web Time Entry

### [Student Instructions - updated 09.16.22](#)

### [Supervisor Instructions - updated 09.20.22](#)

### [Student Payroll Information - updated 10.03.22](#)

### BUSINESS OFFICE

#### [Anonymous Reporting Tool](#)

#### [Student Resources](#)

#### [Staff and Faculty Resources](#)

- Accounts Payable
- Business Office Workshops
- Business Office Due Dates
- Miscellaneous Spending Guidelines
- Budgets & the General Ledger
- Grants
- JP Morgan Purchasing Cards
- OPE Policy and Rates
- Student Payroll
- Fiscal Year End

#### [Forms](#)

#### [Public Documents](#)

#### [Rental Properties](#)

#### [Contact Information](#)

#### [Coronavirus Information](#)





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# Effectively onboarding student employees



# Why is it sometimes so hard to be a new student employee?

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- They lack relationships in your department.
- They often feel vulnerable and isolated.
- They are likely making a significant transition and this is one more.
- They may find our culture to be confusing, hard to discern, and different from anything they have experienced.
- They may be afraid to ask questions.
- They may not know how to act in an office setting.
- This may be their first job.
- They may be challenged to balance work with their coursework and other student commitments.



# What is onboarding?

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- Strives to make new employees feel included, valued, and at home where they can feel safe being their authentic selves.
- Emphasizes learning versus doing in the early days.
- Warmly welcomes new employees to the department and people.
- Shares the what is important to the department (values).
- Provides practical information, training, and tools needed to get the job done.



# When done well, onboarding...

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- Shows you care.
- Creates a sense of belonging & psychological safety.
- Improves engagement, productivity, and retention.



# Supervisor responsibility: Before the employee begins

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- Consider individual or group onboarding
- Request access to email, Colleague, other electronic accounts, K drive, Google shared drives, etc. & connect with WCTS on technology needs.
- Prepare workspace.
- Inquire about accessibility needs.
- Have a checklist and plan drafted, and check-ins scheduled with you; assign pieces of their training to different staff.



# Supervisor responsibility: The early days

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- Introduce them to other employees.
- Review expectations of the position.
- Discuss basic office decorum, and don't be afraid to state things that may seem obvious to you.
- Devote time & attention to them early on.
- Ensure they have complete their required trainings.



# Supervisor responsibility: Ongoing

- Provide strong direction & clear instructions.
  - Ask them how they like to receive feedback & provide consistent feedback.
  - Create opportunities for early wins.
  - Ask them about their strengths, and enable them to find ways to use their strengths often.
- Make them feel a part of the team.
  - Remember they are students first.
  - Recognize that you could become a strong support to them.



# Supervisor responsibility: Ongoing

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- What do you like about your position so far?
- What's been going well for you?
- What still might not make sense do you?
- What support or direction might you need?
- Do you have access to the resources & tools you need?





# Student employee job fair (new format)

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**Friday, August 30**

**8:30-9:50 a.m.**

**Reid Campus Center, Young Ballroom**

