

Hiring and Supervising K-State Student Employees

*Division of Human Resources,
Kansas State University*



Overview

- Create “Real Job” Environment

Advertise, Recruit, Select, Complete personnel papers (e-Time), Conduct Orientation

- Supervisor’s Responsibilities

- Differences between “student” employees & “university” employees

- Importance of Communication

- Motivation Strategies/Rewarding Student Employees

- Coaching/Mentoring



Checklist for Hiring

These procedures apply to the filling of monthly, hourly and work-study vacancies. They do not apply to graduate assistantships.

- Create a timeline
- Assemble search committee
- Write a job title or brief job description.
 - Include the phrase Equal Opportunity Employer (EOE)
- Advertise all student positions.
 - Career and Employment Services free job-posting services
 - K-state.edu/hireawildcat or call 785-532-6506 or email jobs@ksu.edu
 - Campus bulletin boards
 - Departmental newsletter or other forms of communication
 - Collegian



Checklist for Hiring cont.

- Generate a user-friendly application process
- Create interview questions based on job description
- Conduct interviews and make selection on the basis of your evaluation of the applicant's abilities to perform the duties specified in the job title.
 - Consideration should be made to recruit and hire diverse populations
- Brief recruitment and selection records of student employees should be kept in the employer's main office.



Supervisor's Responsibilities

- Create a training timeline
- Outline well-defined job duties
- Share expectations up front
- Provide orientation and a warm welcome
- Approve schedules and leave
 - Alma Deutsch – E-time



Student Employee Circumstances

- Require more flexible hours
- Need time for exams, lab work, group project or office visits with professors, school breaks and holidays
- Limited work experience
- May need more direct or additional training and supervision
- May need deadlines identified and require follow-up by supervisor
- In most cases wages are lower than regular staff



Maximum Work Hours

All students, except for F-1 or J-1 visa holders, are limited during the academic year to 30 hours of work during calendar weeks when classes or final exams are in session three full days or more and to 40 hours during all other weeks.

Students who hold an F-1 or J-1 visa are limited during the academic year, excluding student recesses, to 20 hours of work per week.

During the summer semester all students are limited to 30 hours per week while enrolled in four or more credit hours and to 40 hours during other weeks.

When employed in more than one department concurrently, the sum of hours worked in all departments may not exceed these maximums.



Minimum Wage Rate

- \$7.25/hour for student employees
- There is no maximum wage rate.
- Students are not eligible for shift differential or other premium pay (University staff only)
- Appointing departments are responsible for maintaining consistency and equity in pay rates.
- Hourly Rates should be based on:
 - Range and complexity of duties
 - Knowledge and skill requirements
 - Equity of pay with other student employees within dept
 - Longevity, merit, and recruitment difficulty

Legal Protections

- Fair Labor Standards Act (FLSA)
- Worker's Compensation
- Discrimination
- Sexual Harassment
- Family Educational and Privacy Act (FERPA)



Communicate Expectations & Provide *Specific Feedback*

- Communicate
 - General Expectations for Student Employees' Behavior
 - Job Specific Work Expectations
- Praise in public
- Correct in private
- How do you say “Good Job!”
 - Verbal vs. Nonverbal



Most Frequent Concern



How can I
MOTIVATE
my student
employees?



No Cost Rewards & Recognition

- Recognition at office gatherings (Praise)
- Post student names on or under projects (acknowledgement)
- Say “Thank You”
- “You Rock” Award
- Motivate
- Mentor
- Write a Letter of Recommendation
- Internet Cards
- Your Ideas



Low Cost

- Treat Day
- Food
- Pictures
- Coupon Booklets
- Notes Home
- Signs
- Silly Awards
- Friendship Plants
- Bright ideas
- Good Egg Award
- Handwritten Thank You notes
- Cakes
- Traveling Trophy
- Surprise Incentives
- Other Ideas



Poor Work Performance

Does the student lack the knowledge or skills to perform the task?

- Consider corrective measures such as:
 - Written procedures
 - Job aids
 - One-on-one training
 - Shorter deadlines
 - More Feedback

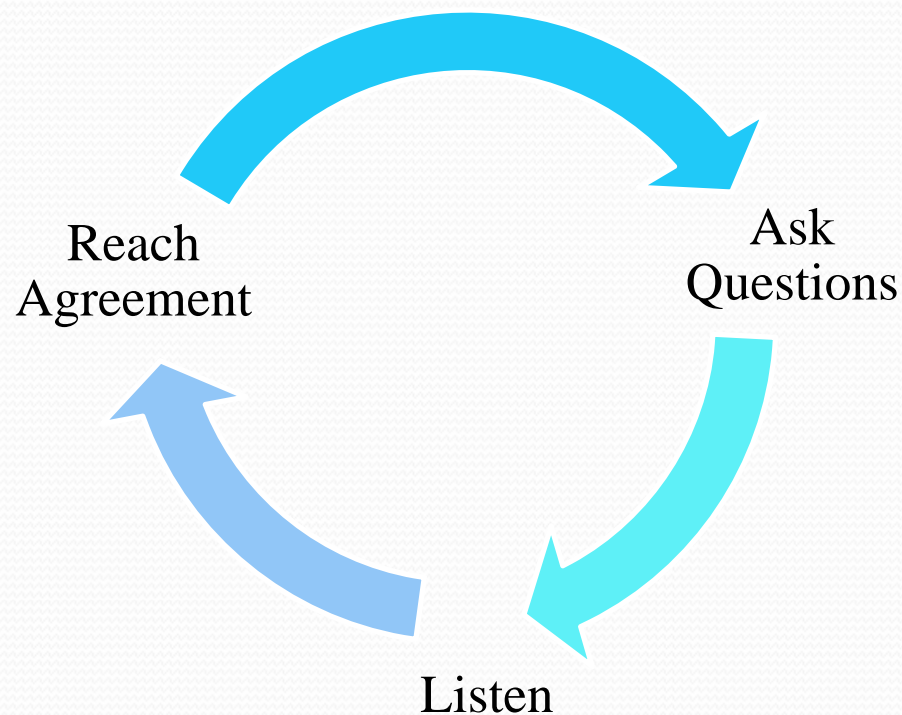


Poor Work Performance

Does the student have personal problems that interfere with work or attendance?

- Consider the following:
 - Listening
 - Recognizing a student in distress
 - Referral

Coaching Students in the Workplace





The “Coaching” Approach

- Meet privately with the student
- The second time there is a problem, meet once more with the student
- Summarize previous meeting in a memo to the student
- The third time there is a problem, you may want to consider terminating the student’s employment with your department



When to Coach

- Tardiness or Absenteeism
- Reluctance or failure to meet job requirements
- Excessive use of the telephone for personal calls, cell phones, texting, tweeting or Facebook
- Excessive visiting with friends during work hours



Coaching Session: Questions to Ask

1. “What do you think causes this “*unproductive behavior*”?”
2. “What will you do to correct it?”
3. “When shall we meet again to talk about progress?”



When to Dismiss

- Falsely reporting time worked
- Theft
- Using university equipment or supplies for personal gain
- Disclosure or use of confidential information for any reason



To Summarize

- Identify specific requirements and limitations applicable to student employment
- Create a “real job” environment
- Correct behavior problems or lack of performance by student employees

Thank you!

