

# 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 ..... 5**
- Student Working Hours ..... 7**
- Working Multiple Jobs ..... 7**
- Timekeeping ..... 7**
- Termination of Assignment..... 8**

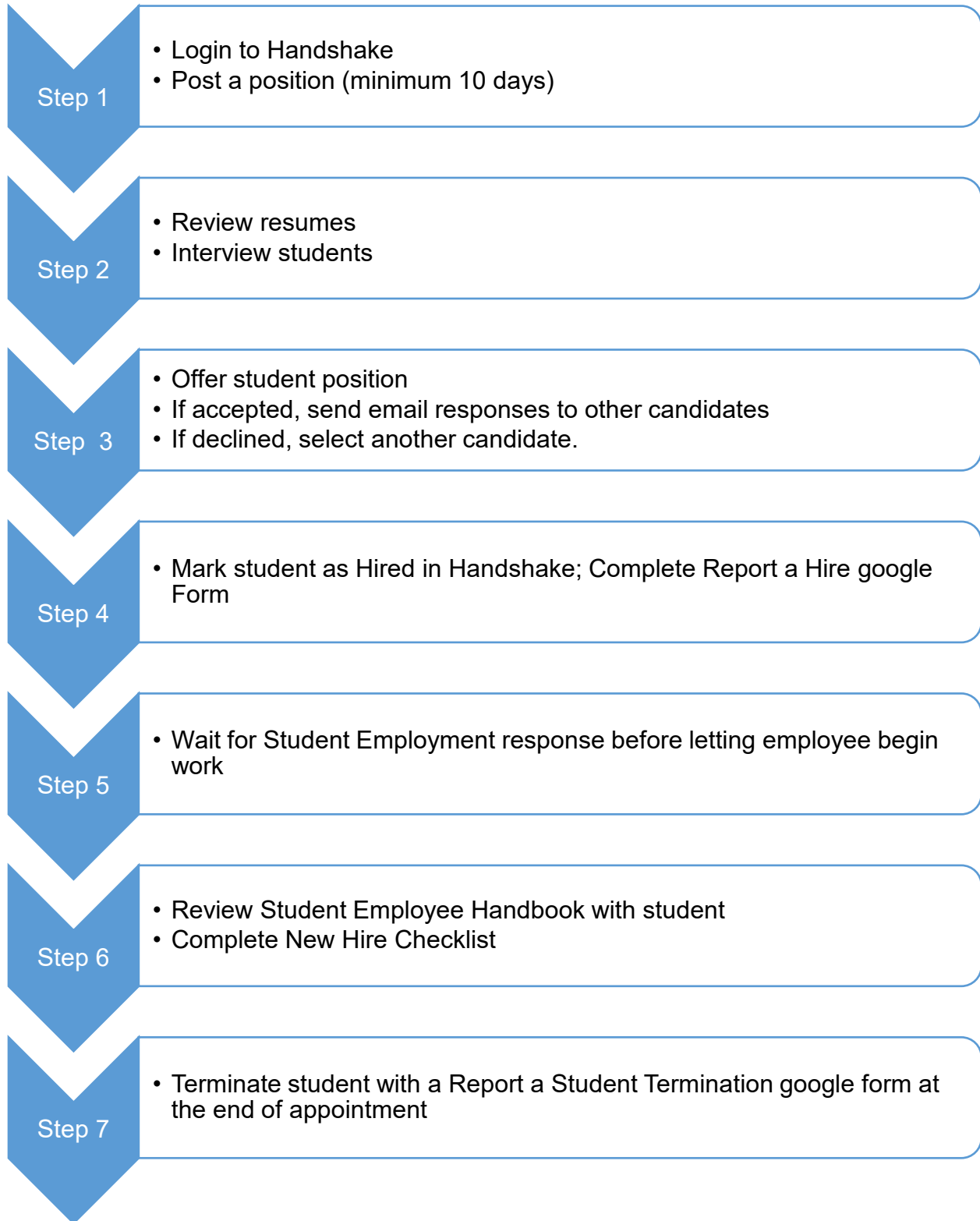
# Student Employment

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 use 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 in at least 6 credit hours and a graduate student must be enrolled in 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 which needs to be completed before the first day of work for pay. Section 2 requires the student to present original documentation to confirm their employment eligibility. The entire process *must* be completed before a student begins working. 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 State of Ohio Tax Withholding Form: IT-4
- Complete an Emergency Contact Form

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 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.



## 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, CostPoint or TCP. 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 TCP, the student should have access to their TCP 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 CostPoint 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 email notifications to complete their timesheets.

# Section 2 – Handshake

- Creating an Account ..... 2**
- Posting a Position ..... 4**
- Reviewing Resumes of Applicants ..... 7**
- Notifying Students ..... 7**
- Reporting a Hire ..... 8**

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](https://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 page for employers. At the top left is the Handshake logo, and at the top right is a 'Log In' button with the text 'Already have an account?'. 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 Southern Illinois, USF, Berkeley, UCSE, Georgia, IIT, Penn State, Virginia, UW-LaCrosse, Valpo, Villanova, Wake Forest, Wellesley, Wisconsin Technical College System, and WPI. At the bottom of the grid are four small circles, 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 Save and continue.

3. Click No to the 3<sup>rd</sup> Party Recruiter question. Check the “I agree to the terms” box. Then click Save and continue.

Step 2 of 3 - Employer Guidelines Save and continue

### Handshake Employer Guidelines

Millions of early talent professionals 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](#):

 <p><b>Be Accurate and Trustworthy:</b> Tell the truth about your company, your team and the jobs available. If your opportunities require upfront costs, disclose that in your company description and job postings.</p>	 <p><b>Keep Your Commitments:</b> When you make a commitment to a school or candidate, keep it. If you can't, work to provide a fair and equitable path for affected candidates.</p>
 <p><b>Be Fair:</b> Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.</p>	 <p><b>Keep Student Info Confidential:</b> Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.</p>

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? Yes No

I agree to the [Terms of Service](#) and [Privacy Policy](#)

I agree to receive marketing messages including promotions and special offers from Handshake.

Save and continue

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

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.

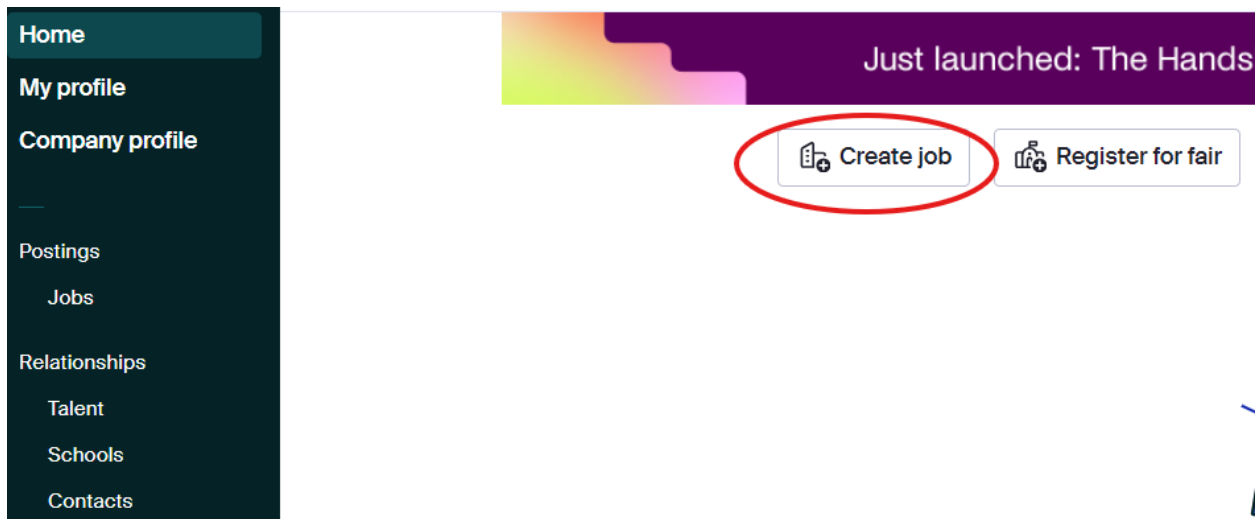
6. Once you confirm your email, you will search for your employer. (You may need to refresh your screen.) If your department is not listed, you will need to email Stefanie at [srich1@udayton.edu](mailto:srich1@udayton.edu). If your department is listed, click on Request and then Finish.

## Posting a Position

Log into Handshake at <https://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. Once logged in, you can either create a new job or duplicate a current job.

### To Create a New Job

1. Click on Create Job.



2. Add your Job Description:
  - a. You will need to review Section 3 – Job Postings before writing your job description. In the Appendix, there is a Job Description template that must be used.
  - b. Your Job Description should include the following:
    - i. Brief description of the job (2 to 3 sentences)
    - ii. Essential Duties or Responsibilities
    - iii. Qualifications
    - iv. Experience Gained section – every job needs to include at least 2 competencies as listed in the template. The sample language after the competency should be changed to match your job. You can also use the job description template that is located in the Related Links on the [Student Employment Hiring Managers](#) webpage.

- c. Once your job description is complete, click Continue
- 3. Add your Position Details:
  - a. Job Title (Please do not use the word “worker” in your title)
  - b. Position Type – must be On Campus Student Employment
  - c. Click Continue
- 4. Add Location Requirements:
  - a. Onsite – add city and state
  - b. Remote warning – students should not be working remote from another state or while abroad.
  - c. Click Continue
- 5. Add Time Requirements:
  - a. Student jobs should be listed as Part time and Temporary or Seasonal
  - b. If listing hours per week, remember that the max is 20 hours beginning Monday at 12 am through Sunday at 11:59 pm
  - c. Dates are purely estimated and are only for student information
  - d. Click Continue
- 6. Add Compensation and Benefits:
  - a. Add Expected Pay. You can use a range, custom range or exact amount. Current Ohio State minimum wage is \$10.45 an hour. If you use a range that is at least minimum wage, use the custom range so that you can input the minimum.
  - b. No other info is needed. Click Continue
- 7. Categorize you job:
  - a. Click inside the job role box to see a list of roles or type the role into the box. You must have at least one role.
  - b. Click Continue
- 8. Add Candidate Qualifications:
  - a. This section is optional and will not limit students from applying to your position.
  - b. Click Continue

9. Choose Schools:

- a. Type University of Dayton into the box. When it comes up in the list, click on it.
- b. Click Continue

10. Application Process:

- a. Add application open and close dates. ALL JOBS MUST BE POSTED FOR A MINIMUM OF 10 DAYS.
- b. Add number of students you are interested in hiring. We do not hold you to this.
- c. Students should submit applications through Handshake.
- d. You must require a Resume. Cover letter is optional.
- e. Click Continue.

11. Your Hiring Team:

- a. Under Email settings, we recommend selecting Send email when a candidate applies so that you can review resumes as they come in.
- b. Add additional team members if needed.
- c. Click Continue.

12. Review your position. Once you are satisfied, click on Post Job. This will route your position to Student Employment for approval. Jobs are reviewed several times a day. If your job hasn't been approved in 2 or more days (not including the weekend/holidays), there is an issue. Typically, the issue is that you did not use the job type of On Campus Student Employment. However, you should call the office to find out what is wrong.

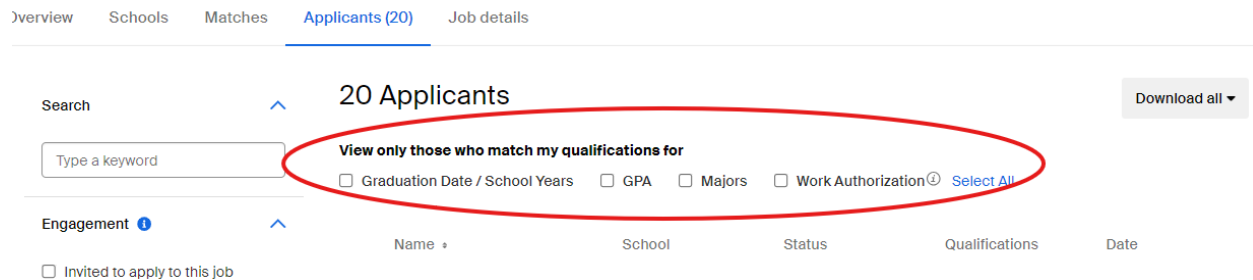
### To Duplicate or Edit an Existing Job

1. Click on Jobs in the left hand navigation. Either click on Clear Filters or click on Status and choose Closed. Choose the job you wish to Duplicate or Edit. If your job has been closed for more than 30 days, the only option will be to Duplicate.
2. Once the job is open, click on the ... in the upper right hand corner of the screen and choose Duplicate or Edit job (if available). Use Edit to edit details of a current posting or use Duplicate Job. Duplicating should be used to repost the position. This will assign a new job id number. Update any information that needs updated.



## Reviewing Resumes of Applicants

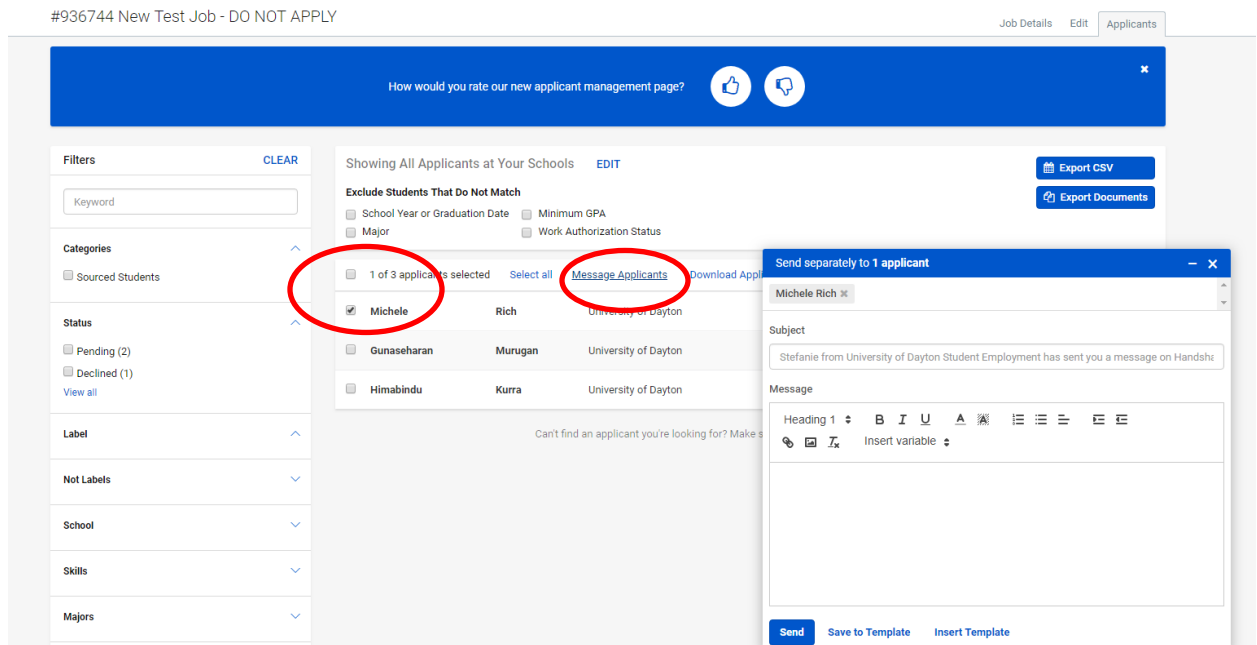
1. Click on your job from the Home page or click on Jobs in the left hand navigation and click on the job you want to review.
2. Click on Applicants either from this current page or from the Applicants tab.
3. If you click on the Applicants tab, all of your applicants will be listed. If you want to see only those applicants that meet your preferences, you can use the check boxes. See example below:



4. You can also download the applications using the Download all dropdown.
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

1. To message students, click on the check box next to the First name. Once one student is marked, you can choose to individually check more students or use the Select All feature.
2. Click on Message Students. An email editor will open so that you can send your bulk message through Handshake.



3. If you plan to send similar messages to students, you can create a template. Type your message, then click on Create template. Next time you message students, click on Add template to use the template you created.

## 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](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 CostPoint or TCP depending upon the timekeeping system you use.
  - 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 ..... 3**
- 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. You will be required to use our Job Description template or something similar. The resource can be found on the Student Employment website under Hiring Managers and Related Links and also in the Appendix of this manual.

## **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 currently \$10.45 an hour. 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 and tip sheet are 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 ..... 3**  
**Sample Interview Questions ..... 6**  
**Interview Questions – Be Cautious ..... 7**



# 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.

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.

## 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

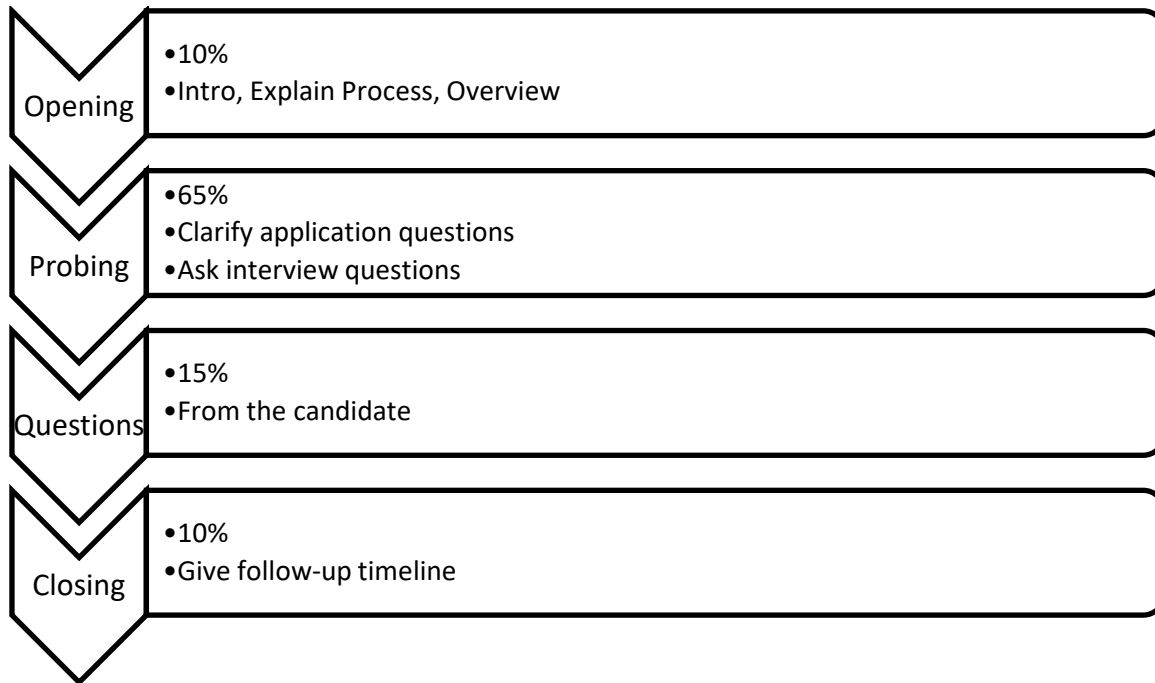
Preparing:

- 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

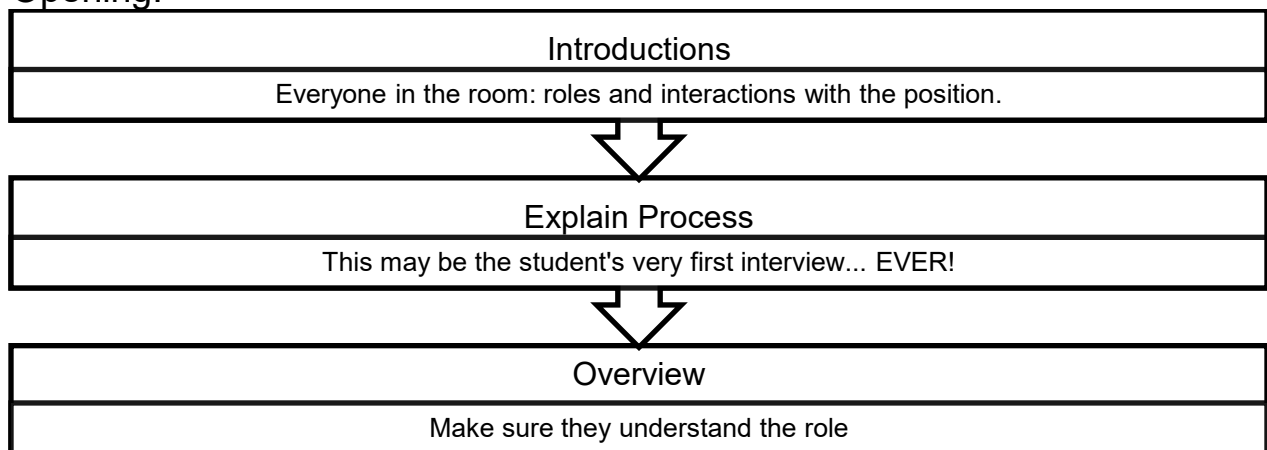
*\*Preparation will make a positive impression on your candidates*

Interview Outline:



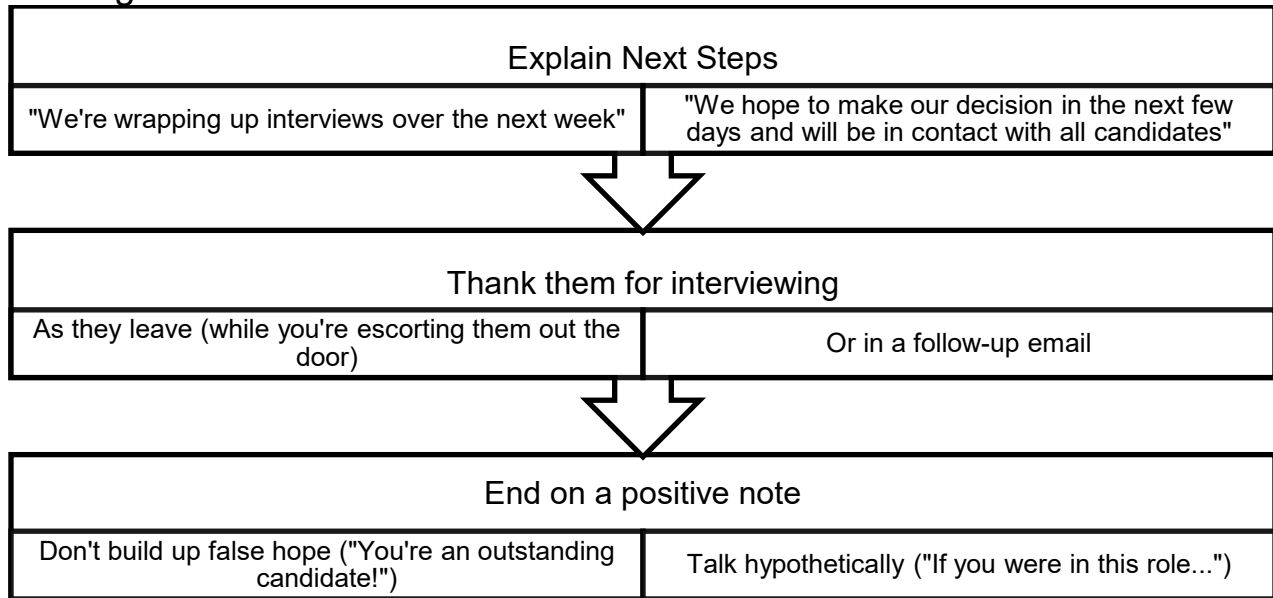
\*Know that students may be nervous, by explaining the process you will help put them at ease.

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)
- Does the candidate's schedule align with your office needs
- Does the candidate have relevant work experience or can they be trained based on evidence from resume or interview

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

# 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 member.
- 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

# Section 6 – Student Employee Handbook

# Student Employee Handbook

## Table of Contents

---

<b>Student Responsibilities</b> .....	2
<b>Working On Campus</b>	
Time Reporting .....	3
Maximum Working Hours .....	4
Overtime Policy .....	4
Pay Schedule .....	4
Direct Deposit .....	5
FICA Tax Exemption .....	5
Form W-2.....	5
<b>Pay Rates &amp; Increases</b>	
Minimum Wage.....	6
Merit Raises.....	6
<b>Special Restrictions</b>	
Limits on Co-op Students .....	6
Working for Research/Research Sponsored Job vs Campus Job.....	6
<b>Job Separation</b>	
Resignation.....	7
Involuntary Separation With Notice .....	7
Involuntary Separation Without Notice .....	8
Returning To Your Job After Academic Vacations.....	8
<b>University Policies &amp; Procedures</b>	
Affirmative Action Policy .....	8
Conflict of Interest Policy .....	8
Drug-Free Workplace Policy.....	8
Equal Employment Opportunity Policy .....	9
Illness/Emergency Leave .....	9
Injury On The Job.....	9
Jury Duty .....	10
Mandatory Reporting Policy .....	10
Minor's Policy .....	10
Nepotism Policy.....	10
Nondiscrimination and Anti-Harassment Policy .....	10
Policy on Distribution/Sale of Materials & Solicitation.....	11
Policy Prohibiting Illegal, Fraudulent, Dishonest, & Unethical Conduct ....	11
Smoking Policy .....	11
Violence in the Workplace Policy.....	12
Work Breaks .....	12
Worker's Compensation Policy .....	12
<b>Request for Accommodations</b> .....	12
<b>Transportation Services</b> .....	13
<b>Questions/Disclaimer</b> .....	13

## STUDENT RESPONSIBILITIES

You should begin your new job in a positive way and know what is expected 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 the phone numbers of your supervisor and your department's manager and provide them 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 the University and your 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 supervisor before your shift begins if an illness or emergency prevents you from reporting to work;
- Discussing changes in your work schedule with your supervisor and keeping your department'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 supervisor 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 supervisor;
- 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 supervisor if your FWS award changes.
- Complying with all applicable University policies.

## 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](http://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 eight or more minutes within any 15 minute interval, count the entire interval as time worked; if you work seven or less minutes within any 15 minute interval, do not count the interval as time worked. For example, if you come to work between 9:01 a.m. and 9:07 a.m., you would round back your start time to 9:00. If you arrive at work between 9:08 a.m. and 9:15 a.m., you would round your start time 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 UDRl 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.

#### Time Clock Plus (TCP):

If you are working for a department that uses TCP (currently Dining Services, the Bookstore, the OLR, Housing, 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 for purposes of the maximum weekly hours limit. 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 be 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 for purposes of determining potential entitlement to overtime pay. Therefore, you are responsible for notifying each department of your other jobs, since the secondary department 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 during that workweek.

## 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 1<sup>st</sup> of the month to the 15<sup>th</sup> of the month, is paid on the 25<sup>th</sup> of the month. Time worked from the 16<sup>th</sup> of the month to the last day of the month is paid on the 10<sup>th</sup> of the following month. If the 10<sup>th</sup> or 25<sup>th</sup> 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 can set up your direct deposit in Porches on or after your start date. Instructions can be found at <https://porches.udayton.edu/documents/792795/5871053/direct-deposit-guide-0104241.pdf>

## 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**

As of January 1, 2024, the State of Ohio's minimum wage is \$10.45 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**

You are employed by the University of Dayton “at will”. This means you are not employed for any definite term and either you or the University can, for any reason, and with or without cause, terminate the employment relationship at any time.

### **Resignation**

You are encouraged to submit a letter of resignation to your department at least two weeks prior to your last day of employment. If your resignation is due to a conflict or disagreement with your department’s management concerning policy, schedule, work ethics, attitude, or other circumstances, you may want to discuss the problem with them before terminating from your position. If you believe you have suffered harassment, discrimination, or other types of inappropriate conduct by a University employee or student, you should consider speaking with a Student Employment representative as soon as possible, and if you believe the conduct violates the Non-Discrimination and Anti-Harassment Policy, you should report it to the Equity Compliance Office.

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 management or co-workers
- Personal reasons

### **Involuntary Separation With Notice**

Your employment may be terminated 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

You will be provided with two weeks notice prior to the separation unless advance notice is not possible under the circumstances, and an explanation of the reason for the separation.

## **Involuntary Separation Without Notice**

The University has the right to terminate student employees who are found to be in violation of University policies or behavioral standards. 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 University policies or behavioral standards.

## **Returning to Your Job after Academic Vacations**

Before each semester ends, you should ask your supervisor 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 departments offer continued employment. However, continued employment is not guaranteed since departments have the right to change staffing and programming.

## **UNIVERSITY POLICIES & PROCEDURES**

### **Affirmative Action Policy**

The University of Dayton is an affirmative action, equal opportunity employer that prohibits discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, disability, and veteran status. All University employment policies, practices and procedures are administered in a manner consistent with our Catholic and Marianist identity. To read the full policy, click on [HERE](#).

### **Conflict of Interest Policy**

The participation of employees in external activities that enhance their professional skills or constitute public service can be beneficial to the University as well as the individual employee. External activities can sometimes lead to conflicts of interest with regard to an employee's university responsibilities. As such, this policy is intended to provide a framework for recognizing and managing employee conflicts of interest, and whenever possible, to prevent even the appearance of conflicts of interest. To read the full policy, click [HERE](#).

### **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. To read the full policy, click [HERE](#).

### **Equal Employment Opportunity 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, gender identity, gender expression, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation. To read the full policy, click [HERE](#).

### **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 supervisor as soon as possible before your shift begins, so they can make necessary arrangements. If your illness persists for a long period of time, notify your supervisor 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 supervisor, 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 disciplinary action taken (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 through the Worker's Compensation system. Please be sure to fulfill this obligation as soon as possible. For any additional information concerning Worker's Compensation or injury on the job, go to the Porches HR forms website at <https://porches.udayton.edu/group/hr/forms>

## **Jury Duty**

A student employee who is 18 years or older may be summoned for jury duty. If you this happens to you and you are scheduled to work during your jury duty, your department must keep your position available for you while you are serving jury duty. If you have been called for jury duty but then are not required to report for it, you will be expected to report to work. Jury duty is treated as an excused absence without pay. You may receive payment from the court.

## **Mandatory Reporting Policy**

The Mandatory Reporting Policy outlines the University's policy regarding mandated reporting of suspected discrimination, including harassment, based on membership in a protected class. This policy is in place to make the University community aware of one's mandatory duty to report possible discrimination and the process for doing so. Sexual harassment is a type of sex discrimination that includes sexual assault, dating violence, domestic violence, and stalking. To read the full policy, click [HERE](#).

## **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**

Employment opportunities within the University of Dayton are not and should not be based upon or influenced by family or other types of personal relationships. The University will maintain policies designed to guard against employment relationships from which nepotism or charges of nepotism might arise. To read the full policy, click [HERE](#).

## **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, gender identity, gender expression, 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). To read the full policy, click [HERE](#).

### **Policy on Distribution or Sale of Materials and Solicitation of or by Employees**

The purpose of this policy is to establish the University of Dayton’s intent to have a work environment that is free from solicitation and distribution efforts that do not relate to and could interfere with the University’s business or operations. While the University actively encourages staff participation in community activities and organizations outside of work, work time is more productive and pleasant when not interrupted by solicitations and distribution of materials by employees. To read the full policy, click [HERE](#).

### **Policy Prohibiting Illegal, Fraudulent, Dishonest, and Unethical Conduct**

The University of Dayton is committed to upholding the highest standards of honest behavior, ethical conduct and fiduciary responsibility with respect to University funds, resources and property. The University also expects members of the University community to not only behave in a manner that is compatible with the University’s function as an educational institution and its commitment to community, but also comply with all applicable state, local and federal statutes, rules and regulations. To read the full policy, click [HERE](#).

### **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. To read the full policy, click [HERE](#).

## **Violence in the Workplace Policy**

It is the intent of the University to provide a safe and secure environment for University employees, students, and visitors by establishing preventative measures and providing assistance and support to victims of violent behavior. To read the full policy, click [HERE](#).

## **Work Breaks**

Most on-campus departments 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 department 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 department for further information regarding its break policies.

## **Worker's Compensation**

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 and, in certain cases, partial compensation for lost time if you are injured while performing official employment related duties at the University of Dayton.

## **REQUEST FOR ACCOMMODATIONS**

The University of Dayton will, upon request, provide reasonable accommodations to employees with disabilities or pregnancy-related medical conditions that are needed to perform the essential functions or duties of their positions, unless an accommodation would impose an undue hardship upon the University. Consideration of reasonable accommodations for known disabilities or pregnancy-related medical conditions will also be made for disabled applicants who may need them in order to perform the essential functions or duties of positions sought.

It is the responsibility of an employee with a disability or pregnancy-related medical condition to make an accommodation request. To request an accommodation for a disability, you should talk with your supervisor or the Office of Human Resources. In most cases, the University will require appropriate documentation of the disability or pregnancy-related medical condition 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. For more detailed information, see the HR Employee Resources page on Porches, by clicking [HERE](#).

If you have a disability or pregnancy-related medical condition and wish to pursue an on-campus position but are concerned you may not qualify for it due to your condition, you should contact a representative in Student Employment in order to find a position

that you may be able to hold with a reasonable accommodation. 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](https://udayton.edu/publicsafety/parking/transportation_services.php)

## **QUESTIONS/DISCLAIMER**

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](mailto:studentemployment@udayton.edu).

The University of Dayton reserves the right to change or update this handbook at any time with or without notice. The most current handbook supersedes any previous handbook.



# Section 7 – Appendix

**Email Templates ..... 2**  
**Form I-9 List of Acceptable Documents ..... 3**  
**Job Description Template ..... 4**  
**Job Description Tip Sheet ..... 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,

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

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

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

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"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole 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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>	OR	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security               <p style="margin-left: 20px;">For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="http://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</p> </li> </ol>
<p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List B document.</li> </ul>	AND	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List C document.</li> </ul>

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

## JOB DESCRIPTION TEMPLATE

### 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.



# Job Description Tip Sheet

## Job Title

Position Titles should describe the main role(s), functions and responsibilities of the position(s) rather than simply a functional area.

### Acceptable

- Administrative Assistant
- Sales Associate
- Marketing Assistant

### Unacceptable

- Work Study
- Student Sales
- Research Assistant
- 'Worker' in Title

## Pay Rate

The pay rate of the job description must be a specified amount or reasonable range. It must contain a stated rate and not simply "Depends on Experience".

### Acceptable

- \$9.30-10.00
- \$10.15
- \$10.50

### Unacceptable

- Depends on Experience
- TBD
- Varies

## Job Description

The Job Description should outline specific duties and responsibilities of the position and should be more than a few lines of text.

### Do's

- Include a brief summary of the job
- Break down daily tasks
- State flexibility with classes
- Categorize with percentages

### Don'ts

- Don't clump info into paragraphs. Use bullet points
- Post multiple positions into one posting. (i.e. Server, Dish Washer, and Cook).
- Assume that students will know daily tasks based on position title.

## Experience Gained & Career Competencies

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 behaviors are listed as *examples only*.

**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.

**Communication-** Students will learn how to be better communicators by interacting with peers, co-workers, or customers in writing and/or verbally and nonverbally.

**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 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.



# Example Job Description

**Job Title:** Social Media and Marketing Assistant

**Department/Office:**

**Hourly Wage:** \$10.00/hr.

This job summary provides an overview of the position.



## General Purpose/Agency Overview

The Social of Greenwood has a mission to provide programs, activities, and services designed to enhance the quality of life of those 50 and beyond in our community.

The Social Media and Marketing Assistant position is an advanced leadership opportunity for current University of Dayton students to represent the Assistant brings the student perspective to the office and conducts outreach to the community.

## Essential Duties and Responsibilities

- 50% Designing both marketing materials and social media posts to inform the community of events and announcements.
- 30% Facilitating and arranging special guest speakers for events, including arranging rooms and logistics and marketing opportunities.
- 20% Attending and representing the organization in committees, and coordination of meetings.

## Qualifications

### Required Qualifications

- Possess at least a sophomore status at UD.
- Have and maintain a cumulative GPA of 2.5 or greater.
- Must be reliable and able manage time to work on multiple projects.
- Must be able to work independently and on a team.

### Preferred Qualifications

- Working knowledge of Microsoft Office Suite programs.
- Experience creating social media posts/plans for marketing purposes.
- Experience creating graphics using MS Publisher, Piktochart, Canva, or similar program.
- Communications, marketing, and education coursework and majors preferred.

## Experience Gained in this Role

**Critical Thinking** – This position will teach students how to make decisions quickly through the use of problem solving and collaborating with team.

**Equity & Inclusion** – Students will gain knowledge about other cultures and types of people through interacting with members of the community.

**Teamwork**- Students will gain the ability to collaborate more effectively with others by participating on team projects within the workplace.

Students will learn how to stay organized and manage their time effectively by balancing various administrative tasks in an office setting.

Separating "Required" & "Preferred" Qualifications helps convey to students what will screen them out of the applicant pool and what attributes are simply beneficial to have.



'Experience Gained' section should include 2 career competencies

