



Best Practices for Supervisors

- Post job in Listed mode for at least 2 weeks (14 days).
 - Post positions for Fall semesters by April 15th.
 - Post positions for Spring semesters by November 1st.
- Move job into Review Mode when you have received enough applications.
 - Review Mode allows you to view applications and submit hires but the students cannot see the position to apply.
- Review applications and schedule interviews.
 - Interviewing students is an important part of the process. Please do not offer a student a position without interviewing them first.
 - Ask questions that will gauge if a student will fit in with the culture. Keep in mind that some students will not have any work experience. In these cases, try to get work related information from extracurricular.
- After interviews, make a verbal offer to the student you want to hire.
 - They need to accept the offer before you submit a request to hire.
- Submit request to hire.
- When you have filled all your available positions for the term, move your job description to Storage.
 - This will clear out all old applications so when you list it later, those will no longer show.
- If the student needs to complete the I-9/W-4, send the email when prompted to do so after you submit the request to hire.
- Check status of hire under Manage Applicants and/or the Hire Request Dashboard.
- Students cannot work when scheduled to be in class.
 - Although the Student Employment Coordinator can enter an override if the class is canceled, we highly suggest students not work during that time at all.
- Schedule FWS students for 15-18 hours per week to ensure they use full award.
- Maintain open communication and contact with student workers and APS students.
- Keep students busy. If you do not have enough tasks to keep students busy throughout the semester, you may want to re-evaluate how many students workers you need during the next round of allocations.
- Monitor your student workers hours and award amounts. If you have not received the tracking tools, please contact the Student Employment Coordinator.
- Familiarize yourself with the instructions on how to clock in and out and submit a timesheet as a student and share that information with your students.