Training for Work-study Supervisors

At the bottom right hand corner of your screen, you will see these options. Click on “Slide Show.” Click anywhere on each page when you are ready to advance to the next page.

Integrating Faith in Learning, Leading and Serving
Posting Jobs

Send position descriptions for jobs you are actively seeking to fill to studentemployment@csuniv.edu.

(If you already know who you are going to hire, you will not need to submit a job posting.) You may submit a Request to Hire Student Employees form located at www.charlestonsouthern.edu\studentemployment

If you have more than one job type to fill within your department, you will need to submit separate job descriptions for each type. For example, if you are hiring one office assistant and one lifeguard, you will need to make two job descriptions, one for office assistant and one for lifeguard. If you are looking for multiple students for one job type, such as office assistant, you will not need to submit multiple job descriptions.
Your job descriptions should include your specific needs and expectations required for each position. This should include any specific job duties as well as any necessary training, education and experience student workers are required or preferred to have.

All job descriptions must be in the format of a Microsoft Word document. Attach document to an email and send to studentemployment@csuniv.edu.

Include the hiring department. Be very specific. Examples: Athletics-Baseball or Business Office-Purchasing.
Posting Jobs

Please include a primary supervisor and an alternate supervisor who will be reviewing applications for your positions. You must include two supervisors from each department.

Your job description will be formatted to be consistent with all other job postings. Student Employment will post your job on the ADP (Automatic Data Processing) website so that students can apply online.
Once students apply online for your positions, you will receive email notification for each applicant. To review applications that students have submitted for your position, go to the ADP Self-Service Portal at https://portal.adp.com/public/index.htm. Log-in using the same user ID and password that you use when accessing your ADP timesheets (either as an employee or manager).
Application Process

In the left hand corner at the top of the page, you will need to select the drop-down tab – Manager.
Choose Recruiting – Application Management. Under Retrieve Candidate Applications/For the following Postings: Select your position title. Under Available Statuses, select New Application.
Application Process

Scroll to the bottom of the screen and select Search.
Application Process

You will then see a list of candidates for your position. Click on the Candidate Name and the application will appear for you to review. You can print the application if you prefer. Contact the candidate directly to set up interviews.

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Posting</th>
<th>Status</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beale, Leigh Anne</td>
<td>Part-Time Telecounselor</td>
<td>New Application</td>
<td>04/27/2011</td>
</tr>
<tr>
<td>bell, Angelica</td>
<td>Part-Time Telecounselor</td>
<td>New Application</td>
<td>03/21/2011</td>
</tr>
<tr>
<td>Blake, Phylette</td>
<td>Part-Time Telecounselor</td>
<td>New Application</td>
<td>05/19/2011</td>
</tr>
</tbody>
</table>
Select an Application Status.
Application Process

We recommend that you use one of the following statuses. *(Some statuses in the drop-down list do not apply to student employment)*

1. Phone Screen
2. First Interview
3. Screened and Rejected
4. Interviewed and Rejected
5. Keep on File
6. Hire this Candidate

Change statuses for each applicant as you move them through your hiring process and make your selections for interview.
When you have hired all the students you need to fill your position, please notify the Student Employment Office at studentemployment@csuniv.edu to remove your job posting from our website and ADP. Students will no longer be able to submit applications once your job posting has been removed.

You will no longer receive application email notifications for this job posting.
Interview Tips

Questions:
What makes you qualified for this job?
What activities do you participate in on and off campus?
What major strengths and weaknesses do you possess?
Describe your work ethic.
  – Are you punctual?
  – Are you dependable?
Interview Tips

Would you consider yourself a team player or team leader?
How well do you get along with others?
What is your major?
What are your career goals?
Are you a good student?
What skills do you have that meet my requirements?
Why should I hire you?
Interview Tips

Things to discuss:
- Working hours and student’s class schedule
- Dress code, cell phones, studying on the job, visiting on the job
- Lunch hours
- Policy on absences including procedure for notification of illness or absence
- Details of your specific job duties and responsibilities
- Confidentiality of CSU student and departmental information
- Salary
Once you have decided on the student or students you have selected to hire, fill out and submit the Request to Hire Student Employees form for each student online at www.charlestonsouthern.edu\studentemployment

Once you submit this form, the Student Employment Office will be automatically notified by email to review the request.

Student Employment will verify and approve the request for eligibility.

Student Employment will notify you and the student so that we can make arrangements for the student to provide necessary documents to continue the hiring process.
Hiring Process

Once the Student Employment Office has collected all necessary employment documents, the student will be issued a contract.
The student will provide you with a copy of their student-signed contract.
You must sign and return this contract to the Student Employment Office before you allow students to work.
Please keep a copy of the contract for your information. It will contain the student’s work start date. Students may not start work prior to this date. Timesheets will not be made available to enter time prior to this date.
Timesheet Approval

On the 3rd of each month, you must approve your student worker’s electronic timesheet. You should have a timesheet for each student worker ready for your approval.

Go to www.charlestonsouthern.edu\studentemployment and click on Work-study Timesheet.
Timesheet Approval

Log in with your MyCSU user ID and password.

**Sign In**

ID: [ ]

Password: [ ]

**NOTICE TO STUDENTS:**

Please sign in daily and approve your timesheet by the last day of the month.

**NOTICE TO SUPERVISORS:**

It is the supervisor’s responsibility to review the student’s work done and approve the hours worked on all timesheets no later than the third day of the month.

If the timesheet is not approved on this schedule by both the student and their supervisor, the student’s paycheck will be delayed until the following month.

Federal work-study is not guaranteed each year.

Federal work-study is based on financial need and awarded on a first-come basis.
Under pending status, student approved timesheets will appear for your approval. Please carefully check to make sure students have entered time accurately. Select Approve or Approve & Next.
General Responsibilities

Ensure that your student is logging in hours to his or her timesheet accurately and daily, and provides electronic approval on time each month.

Do not allow students to begin working until you have a **signed contract with start date**. Doing so would be a S.C. Labor Law and U.S. Department of Education violation. Please make sure that you review each student’s class schedule.

Establish a schedule of work hours that will be acceptable to both the student and the department.

Do not schedule or allow your student to work during the hours listed on his class schedule. They can not work during this time even if their class lets out early or is
General Responsibilities

Provide student with orientation and training necessary to perform assigned duties.

Supervise the development of good work habits. You MUST supervise your students!!!

Counsel students whose work habits are unsatisfactory and give them sufficient time to improve. Do not hesitate to alert the Student Employment Office if you feel that it is necessary.

Do not allow students to perform personal errands or operate private vehicles for faculty or staff for any reason*.  

*Any exceptions must be approved by either Luke Blackmon, Vice-President of Business Affairs or Jan Mims, the Associate Vice-President of Business Affairs and the Student Employment office must be notified in writing.
Monitor hours to ensure that no student earns more than his or her contracted amount; students must stop working when the award is fully earned or when the contract period ends.

APPROVE STUDENT TIMESHEETS BY THE 3RD DAY OF EACH MONTH.

Promptly notify Student Employment when a student has been released from your department, either voluntarily or involuntarily, with a Departmental Release form.
General Responsibilities

Students may only work one job at the time.
Students may NOT work during Chapel. Please encourage your student workers to attend Chapel.
Students may NOT work more than 20 hours a week during semesters when they are attending classes.
Students may NEVER work more than 40 hours per week during periods when they are not attending classes.
Students may not work when campus is closed.
General Responsibilities

Remember: You lead by example. You are helping mold our CSU students into model citizens and employees. You are a role model.
This is a real job! Students should be encouraged to take their jobs seriously and be held accountable.

Use good judgment. These are our students and should be treated with respect and kindness.

Thank you for participating as a Student Employment Supervisor!
Our office is located on campus at the Hunter Reception Center

Mailing Address
P. O. Box 118087
Charleston, SC 29423
Ph: 843-863-8067
Fax: 843-863-7070

Email Address
studentemployment@csuniv.edu

Website:
www.CharlestonSouthern.edu\StudentEmployment