



Best Practices for Supervisors

- Post job in Listed mode for at least 2 weeks (14 days).
 - Post positions for Fall semesters by June 1st.
 - Post positions for Spring semesters by November 1st.
- Move job into Active, Not Listed status when you have received enough applications.
 - Active, Not Listed status 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 the candidate is the best fit for the position and the position is the best fit for the candidate. 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 Inactive.
 - 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 13-15 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 student 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, it can be downloaded from Student Employment Forms.
- 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.