



## Student Employee Hiring Plan

- Advertise your position by posting it on the Skyhawk jobsource, placing signs outside your office, and around campus where signs are permitted.
- Design a simple job application form to screen candidates.
- Make sure the student has been awarded work-study. The potential student employee should be able to show you an award letter or a work-study contract. If you plan to pay wages from your departmental budget, fill out a Contract Authorization Request Form (CARF).
- Academic success is the student employee's priority. Determine if your potential student employee is academically strong enough to work for you and still earn good grades. Verify academic strength via high school GPA, Fort Lewis College GPA, or ACT/SAT scores.
- Evaluate the potential employee's maturity and ability to handle job duties by asking pertinent questions during a job interview.
- Determine if the student employee is willing to consider a 2-4 year commitment to the job. This will minimize turnover, contribute to stability, and reinforce office camaraderie.
- Once hired, formally assign the student to a specific supervisor who approves time sheets electronically, assigns work schedules, trains the student employee and does annual evaluations.
- If hiring more than one student: accommodate class schedules, minimize too few or too many students working simultaneously, and cross train student employees to maximize flexibility and offer task variety.
- Discuss confidentiality provisions, office protocol and employer expectations during a new employee orientation session.
- Follow Fort Lewis College Student Employment Pay Plan. Recognize merit, as shown on annual evaluations, by pay increases.
- Promote unity among student employees and staff. Have students attend staff meetings to reinforce team spirit.
- Ensure that the student applies for financial aid correctly and meets all deadlines every year to maintain eligibility for their work-study award.