STUDENT EMPLOYEE HIRING & ONBOARDING PROCESS

Fall 2024

Student Employment Team

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Topics Covered

01 Overview of the Search Process

02 Posting a Position

03 Interviewing and Making an Offer

04 Student Employment Portal

05 Onboarding Steps for Student Employees

Why is it important?

Ensure compliance to minimize risk

Increase efficiency in hiring process

Optimize Federal Work Study (FWS) dollars

Support student success

Compensate students timely and fairly

The Search Process

Job Posting

- **Investing in the job posting preparation is the first step in finding and retaining the best candidates.**
  - Create a job posting to describe the responsibilities, minimum and preferred qualifications, rate, hours, and duration of the job to attract the best candidates.
  - Start by registering your employer profile in Handshake, WCU's online job portal, to promote your position and engage with students at WCU.
  - Post your position on Handshake.

Selection

- **During the selection process, the Hiring Manager reviews applications and interviews candidates using job-related qualifications.**
  - Selection should be timely, consistent, and efficient.
  - Interview questions should be job-related to assess the knowledge, skills, abilities and experiences of the students.
  - All candidates should be asked the same interview questions and allotted the same amount of time.

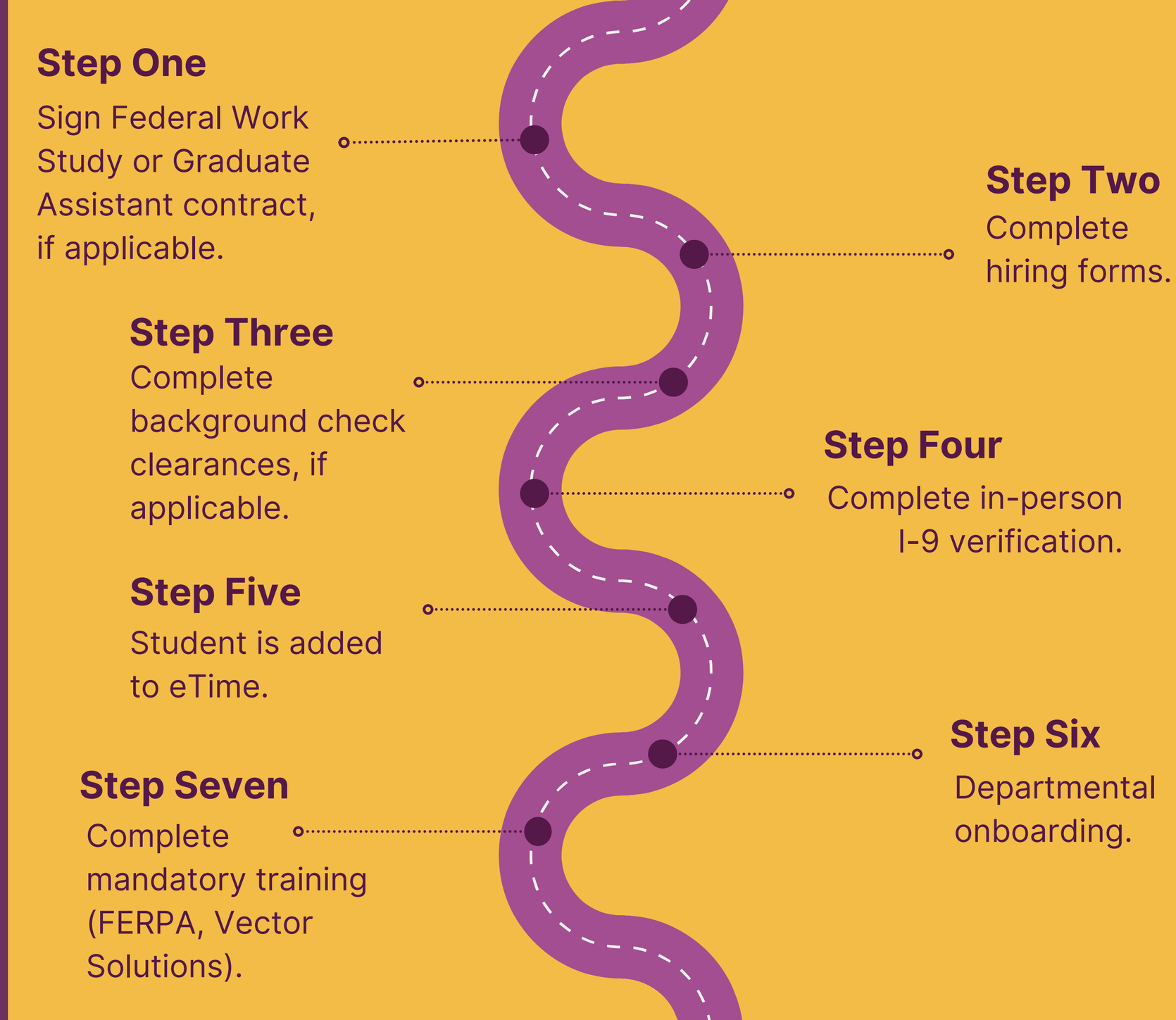
Offer

- **Once the Hiring Manager has selected a candidate, an offer can be made. When the student accepts the offer, the Hiring Manager should submit a hiring request through the Student Employment Portal to initiate the onboarding process.**
  - Extend the offer and communicate job details such as start date, end date, hours, pay rate, dress code, and other job-related information.
  - Submit a Hiring Request through the Student Employment Portal once the offer is accepted to initiate the onboarding process.
  - To hire a graduate assistant, please contact the Graduate School.

Student Employment Portal

- Use the Student Employment Portal to submit and track student employee hiring requests.
- It increases efficiency, transparency and accuracy.

Onboarding Steps for Student Employees



Step One

Sign Federal Work Study or Graduate Assistant contract, if applicable.

Step Two

Complete hiring forms.

Step Three

Complete background check clearances, if applicable.

Step Four

Complete in-person I-9 verification.

Step Five

Student is added to eTime.

Step Six

Departmental onboarding.

Step Seven

Complete mandatory training (FERPA, Vector Solutions).

Onboarding: Contracts

- A contract is an employment agreement that must be signed and returned to accept a Federal Work Study (FWS) position or Graduate Assistantship (GA). **Students cannot begin work until the contract is signed.**

- If a student is hired as a FWS employee and has questions or cannot locate the **FWS contract**, please have them contact the **Office of Financial Aid.**

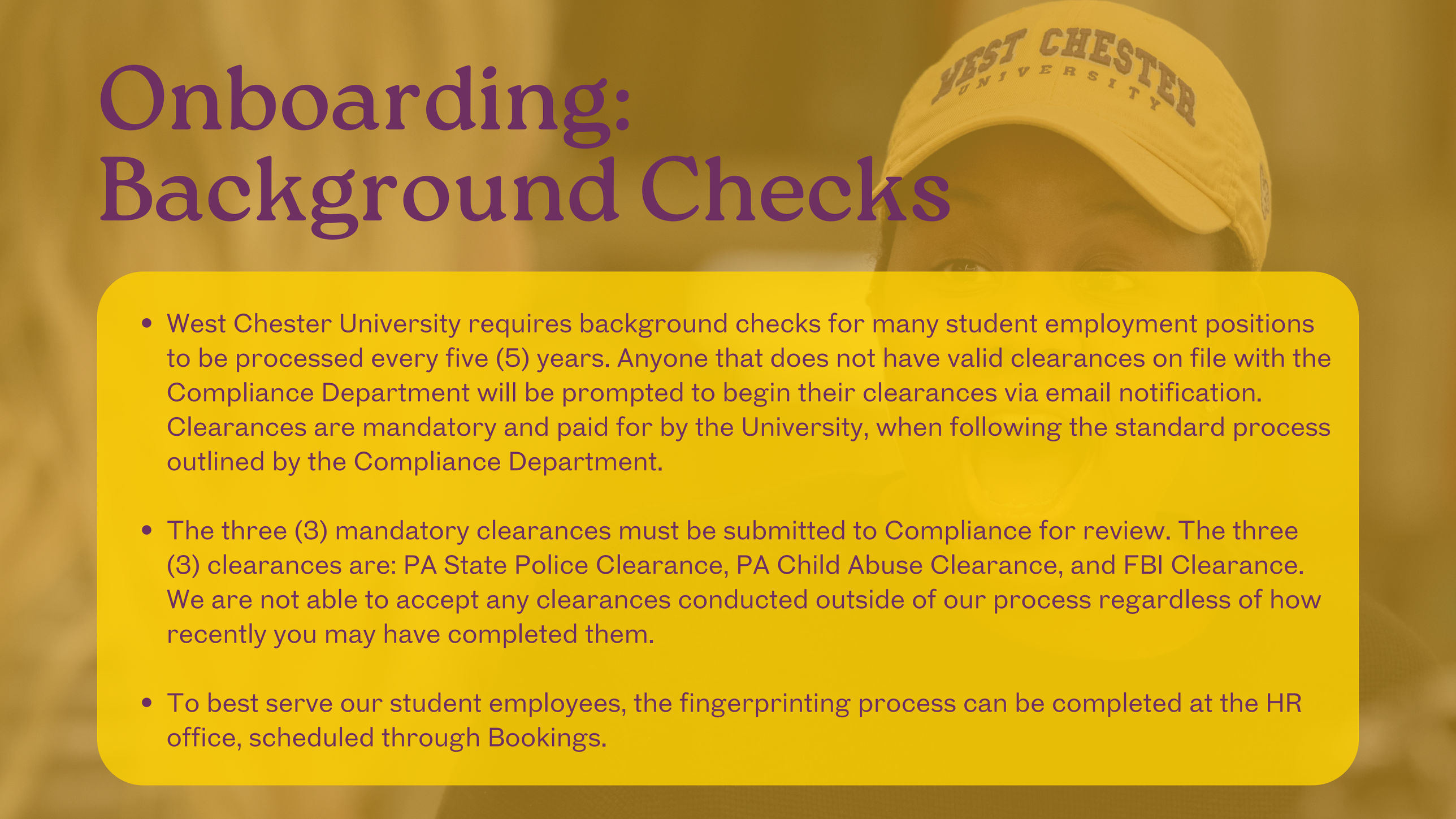
- If a student is hired as a GA and has questions or cannot locate the **GA contract**, please have them contact **The Graduate School.**

Onboarding: Hiring Forms

- Hiring forms are sent through DocuSign to the student employee's WCU email address and must be completed before they can start working.

- Several reminder emails are sent to the student and hiring manager if they do not complete the hiring forms prior to their estimated start date.

Onboarding: Background Checks



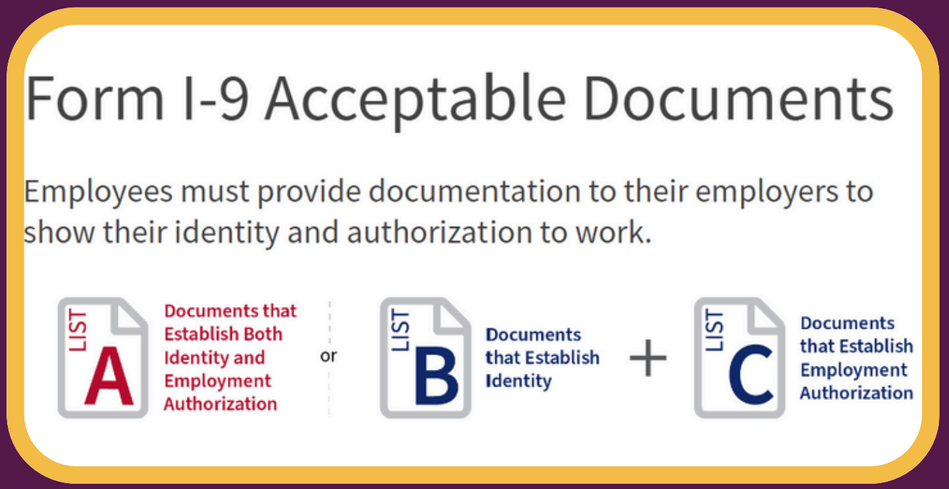
- West Chester University requires background checks for many student employment positions to be processed every five (5) years. Anyone that does not have valid clearances on file with the Compliance Department will be prompted to begin their clearances via email notification. Clearances are mandatory and paid for by the University, when following the standard process outlined by the Compliance Department.

- The three (3) mandatory clearances must be submitted to Compliance for review. The three (3) clearances are: PA State Police Clearance, PA Child Abuse Clearance, and FBI Clearance. We are not able to accept any clearances conducted outside of our process regardless of how recently you may have completed them.

- To best serve our student employees, the fingerprinting process can be completed at the HR office, scheduled through Bookings.

Onboarding: In-Person I-9 Verification

- The I-9 verification process is a **two-step** process that serves to confirm employment eligibility. **Students must complete their in-person I-9 verification on or before their first day of work.**
- Employees must bring the Form I-9 acceptable document(s) in-person to complete the verification.
- We cannot accept electronic copies, photocopies, or photographs of the I-9 document(s).



Onboarding: eTime

- All student employees are paid biweekly on a delayed payroll schedule.
- Graduate Assistants and Resident Assistants are paid biweekly stipends.
- All other employees are required to enter their hours in eTime for biweekly payment.
- To ensure that hourly student employees are paid on time, they must enter and sign their hours and their timekeeper must approve their hours before the deadline each pay period.

Onboarding: Departmental Onboarding

- Departmental onboarding provides consistent information and training to help employees understand the culture, expectations, operational procedures, and communication preferences within their department.

- Discuss job expectations, work schedule, pay, dress code, parking, time off practices, and best ways to communicate with your student employees.

Onboarding: Training

- **FERPA Training:**
  - All employees are required to complete Family Educational Rights and Privacy Act of 1974 (FERPA) training in D2L.
  - West Chester University has a legal obligation to ensure compliance with the FERPA, which governs the release of, and access to, student education records.

Onboarding: Training

- **Vector Solutions Training:**
  - Provides students with training focused on diversity, equity, and inclusion. We want each student to have the knowledge and skills to be an active, engaged member of our diverse campus community.
  - To complete the training, each student will receive an email from Vector Solutions to begin the self-paced training modules.
  - Allow time to complete modules during the onboarding process but no later than 90 days from employment start date.

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Resources:

Student Employment Portal
Student Employment Website
Student Payroll Website
Twardowski Career Development Center
Office of Financial Aid
Office of Global Engagement
The Graduate School

Q&A