

# Student Employment

## The Clean Slate Approach

As you can see from the Important Dates information below and throughout the newsletter, a lot of things are changing with student employment. Instead of being nervous or scared, I am excited as change brings about a feeling of a clean slate...and that is what will be happening with a lot of our processes, policies, and ways of thinking. For you as supervisors, what that means is a more consistent, efficient, and hopefully easy to understand changes. One of the big one will be the background check process which I will be rolling our beginning of March as well as updating all policies related to student employment. As always, I am so thankful for all you do for the student employees and for us as a team.

## Important dates to Remember

- March 9-13 SPRING BREAK
- March 10 CAREER CENTER MOVE TO SAGE
- March 12 DPS AUDIT

**Due to the move and the DPS audit, we will only process CCH and I9 during Spring Break on Friday 3/13/2020.**



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## Friendly Reminders from your College Work-Study Team

- If one of your current hourly student employees already has a work-study offer the transition is easy- just submit an ePAR
- All earnings over a student's offer will be charged back to the department at 100% (Our office will let you know if a student reaches their limit)

If you have a student employee who may be eligible to receive work-study, please contact our office at [collegeworkstudy@unt.edu](mailto:collegeworkstudy@unt.edu).

## A Student's Perspective



Howdy, my name is Izzy and I have been working at the university's Career Center since June 2019.

What I enjoy the most about student employment is the flexibility it has around my class schedule that I was unable to negotiate with my previous employers outside of campus.

The staff members here are all caring as they strive to fulfill their mission to aid students and alumni with their career paths. A single advising appointment alone makes one feel valued here as the connections created with our career advisers, internship coordinators and directors is difficult to accomplish with professors.

I enjoy being a part of this team and it can be hectic some days but it's worth providing help with other students because I wish I knew about the Career Center and student employment my freshman year rather than the end of my junior year."



## Part-Time Super Hero

Student Employee Appreciation Week is the 2nd full week of April. This year the date is April 13—17, 2020. The Student Employee of the Year awards and Student Appreciation event will be Tuesday April 14th, Union 314. Doors open to student employees and their supervisors at 1:00pm. Beverages and light Hors d'Oeuvres will be served. Awards for Student Employee of the Year, Intern of the Year and Outstanding Student Employee will be awarded at 2:00pm

Start sending in photos of your fabulous student employees doing what they do best, representing your department! Email photos to: [Student.Employment@unt.edu](mailto:Student.Employment@unt.edu) These photos will be used to create a video montage that will be showing throughout the SEOTY event.

To nominate your student employee click here: [https://unt.az1.qualtrics.com/jfe/form/SV\\_78SuhSMsrPNMU2V](https://unt.az1.qualtrics.com/jfe/form/SV_78SuhSMsrPNMU2V)

To RSVP to the Student Employee Appreciation Event please click here: [https://unt.az1.qualtrics.com/jfe/form/SV\\_d3Z8YEgEU2So7VX](https://unt.az1.qualtrics.com/jfe/form/SV_d3Z8YEgEU2So7VX)



I can make chocolate disappear.  
What's your  
Superpower?

### SEOTY ideas for Depts.

**Make it Known Monday — 4/13/20** Departments will create the biggest, brightest, and most obnoxious thank you note, bulletin board, or billboard to honor their department's student workers. Departments will make it known who has the best student employees! Social Media also encouraged (with student's permission) to spotlight student workers and their accomplishments., be sure to tag the Career Center.

**Student Employee of the Year and student appreciation reception Tuesday 4/14/20 1pm – 3pm** Union Ballroom 314

**Whatever Awards Wednesday - 4/15/20** Not sure who will win SEOTY? No problem. Departments will host their own ceremony or pass out certificates with whatever awards they can come up with: Mission Impossible Award for Accomplishing the Impossible, Carpe Diem Award for making the most of every day, or High School Musical Award for most likely to burst into song.

**Tons of Puns Thursday 4/16/20** Departments will give small gifts/ treats with cheesy notes such as a Bag of Lays with "You're all that and a bag of chips" or a Mountain Dew with "We don't know what we'd Dew without you!"

**Festive Friday 4/17/20 —** Food, games, and fun. Departments will celebrate the end of National Student Employment Week with all sorts of festivities. Departments may choose to take their students out for lunch to an on-campus dining facility, go get Scrappy's Ice Cream, or maybe order in pizza for the department. Departments may choose to set up board games and card games. End the week in style with festivities.

**Door/Department decorating contest:** Whichever department decorates the best incorporating this year's theme of Part-time Superhero will receive a pizza party up to \$50.00

## Job Closing Reminders

Have you filled your posted position? Please go in and “Expire” the position in Handshake so that the viewable postings for students stay current. For how to Expire a job posting, please click [here](#).

•Did you know that you can change the applicant status and also set-up automatic messages for each status (Reviewed, Hired, Declined)?

For how to change an applicant status, please click [here](#).

When an applicant’s status is changed to “Declined”, it does not send the applicant a message. However, the applicant will see that their status has changed if they log back into handshake and view their application status.

For how to set-up automatic message preferences, please click [here](#).

One of the most common complaints from students that the Student Employment office hears is that they never receive any communication after applying. When possible, please update the status in Handshake, close the position, or contact applicants with updates.

## We’re Moving to Sage Hall

After years of discussion and planning and then construction, the final touches are being made to our new space.

The much anticipated move to the 2nd floor of Sage Hall will happen during Spring Break 2020.



## Spring work hour limitations

Student Assistants – Regular (1710) may work up to 25 hours per week

Spring Work Study students (1712/1722/1752) may work up to 20 hours per week

International students: may work no more than 20 hours per week (subject to terms of visa/ work authorization)

## Mandatory Offer Letters

During the inaugural run of centralizing the student I9 process it became very clear that all students were not receiving their offer letters. Or if they were it was somewhat incomplete in some cases.

Students could not tell us with certainty when their start date was nor could they tell us the name of their department or supervisor. They could tell us their major but could not tell us their college. A lot of them did not know the difference between salaried or hourly student positions. Some were not given the on-boarding link. On-boarding must be completed prior to I9 verification. <https://hr.untsystem.edu/new-employee-onboarding-and-orientation>

In light of this information and starting spring semester mandatory offer letters will be required for students who are verifying their I9. The offer letters can be electronic or paper as long as the student can present it. The mandatory offer letter can be found under resources on our web page. You can add to it and make it your own but you cannot remove the items already listed as they have been approved. Link to new mandatory offer letter <https://careercenter.unt.edu/channels/student-employment/>

## Job Posting Reminders

If your job has been closed longer than 30 days in Handshake, please do not re-open the job to pended status.

Instead, use the copy/duplicate job feature in Handshake and receive a new job ID.

All Hourly student employee positions require a background check.

This includes both graduate and undergraduate students that are in hourly student employee positions.

## Job Application Clarification

There has been some confusion between “applying” to a job in Handshake and actually filling out an application.

“Applying” is the process by which a student finds and selects a job in Handshake, and then is given the opportunity to choose documents such as a resume, cover letter, and the Student Employment application to be viewed by the hiring manager.

The student employment application is an actual document that must be filled out by all student employees and preferably all applicants. Students can find the application on their Handshake account under resources.

Though it is possible for a student to “apply” without a “UNT Student Employment Application”, it is not encouraged. As you post positions in Handshake and review applicants, we ask that you ensure all applicants (especially the ones you hope to

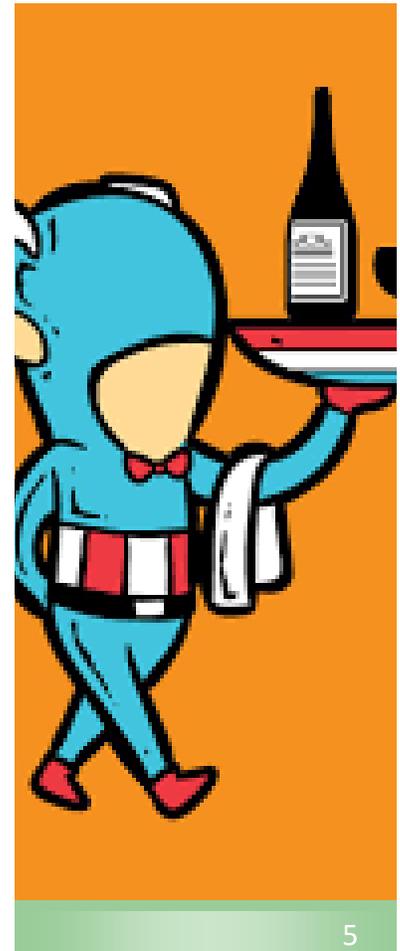
hire) have not only “applied” to the job in Handshake, but also that they have filled out a “UNT Student Employment Application”.

Anytime a background is under review, we cannot move forward with the process unless the student has completed a UNT Student Employment Application. There are certain questions on the application that are critical in making a decision regarding employment authorization. Help us speed up the process by ensuring your candidates have filled out a student employment application. Each hiring manager or department should have a file (may be electronic) for each student employee. In that file, you should keep a copy of the student’s resume, UNT Student Employment Application, offer letter, any performance evaluations, financial aid award letter (if applicable), class schedule and any other application or performance documentation.

## DPS AUDIT

DPS conducts audits every 3 years (sometimes slightly less or slightly over 3 years) Our audit has been booked for Thursday 3/12/2020. This is the week of spring break. It is also the same week that we move to Sage Hall.

On 3/12/2020 all previously cleared CCH will be marked void and once again we will be rebuilding our database of cleared CCH.



# Student Employment — Our Pledge and Our Beliefs

## Career Center

### Vision Statement

Empowering students and alumni to identify and achieve individual goals for career success.

### Mission Statement

Design and deliver high quality career services to UNT students and alumni through collaboration with campus, local and global partnerships.

As the advocate and voice for all students employed on campus, we pledge to make the experience of student employment as rewarding and convenient as possible in order to prepare students for careers in a rapidly changing world.

The Student Employment Team, along with an integrated effort with faculty, staff, and other campus partners serves to provide opportunities for UNT students to learn valuable transferable skills while gaining necessary funding to continue their education. Through policies, procedures, and best practices, we pledge to facilitate a mutually beneficial exchange of skills, education, and service for student employees, supervisors, and the UNT community.

### Beliefs=Why

**We believe** student employees are an invaluable asset to the UNT community and its daily operations.

**We believe** student employment is seen as another aspect of the student's educational experience.

**We believe** student employees will benefit most from a holistic learning environment.

**We believe** that student employees will develop skills of professionalism and marketability as they prepare for careers after graduation.

**We believe** the contributions of student employees significantly affects the success of the university in attaining the central mission.

**We believe** the student employment journey prepares students to be educated and enlightened citizens who lead productive and meaningful lives.

## Trainings offered

### Career Center

1155 Union Circle #310859  
Chestnut Hall #103  
Denton, TX 76203

Phone: 940-565-2105  
Fax: 940-565-4376  
E-mail: [Career.center@unt.edu](mailto:Career.center@unt.edu)

New supervisor of Student Employees— Register on Bridge here:  
<https://unt.bridgeapp.com/learner/training/a9b7b3ea/enroll>

Student Employment and Work Study Policy for Supervisors—  
Register on Bridge here:  
<https://unt.bridgeapp.com/learner/training/252c2267/enroll>

New Student Employee Orientation—online, students have 30 days to complete <https://cdn.uconnectlabs.com/wp-content/uploads/sites/68/2019/09/SE-Orientation-PowerPoint-uConnect.pdf>

Coming soon: Revamped Customer Service training utilizing the skills and experiences learned from the Disney Institute's approach to quality customer service .



**Want to brag on your student employee team? Send us a photo and a 100—150 word article and we will publish it in the next newsletter**