

HIRE A HAWK GUIDE



**INDIANA UNIVERSITY OF PENNSYLVANIA
OFFICE OF HUMAN RESOURCES**

724-357-2431

PAYROLL-SERVICES@IUP.EDU

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1ST STEP TO HIRING A STUDENT WORKER

YOU MUST Request a Requisition Number by emailing: payroll-services@iup.edu

DEFINITIONS

DEFINITIONS:

NEOED – Human Resources software that IUP has purchased to automate the hiring and onboarding of new faculty, staff, and student employees. IUP is currently using two out of three of NEOED's modules: Insight and Onboard.

Insight – NEOED's applicant tracking module.

Online Hiring Center (OHC) – A central dashboard that allows those involved in the hiring process to view candidate applications, create lists to narrow the applicant pool, select candidates to hire, and send hire notices.

Career Pages - NEOED's online job application and career portal. All open positions are listed here and applicants can create and save applications to use in the future.

Requisition – A job vacancy that has been approved to be filled.

Exam Plan – Recruitment/hiring folder where job requisition, job posting and job applicants are stored.

Job Posting – Online advertisement of job vacancy.

Student Employment – Any non-Graduate Assistant/Teaching Assistant student employment where a Profile Sheet submitted to Payroll Services to authorize payment. Graduate Assistants and Teaching Assistants are hired through the School of Graduate Studies and Research and cannot be hired through Hire-A-Hawk.

HOW TO LOG IN TO NEOED THROUGH MYIUP

Navigate to the MYIUP login page (<http://www.iup.edu/myiup/>) and log on with your IUPMSD/network username and password, the same information used for the IUP computer system.

Reminder... don't use the @iup.edu extension for your username!

Incoming and Current Students, Faculty, and Staff

To manage your classes, accounts, and see what the university has to offer you, sign in to MyIUP with your IUP network account.

[Sign In to MyIUP →](#)

Locate the **Hiring a Student Worker** card and select **NEOED Applicant Tracking System**.

NOTE: If the card isn't already on your main page, you may need to search for it by clicking **"DISCOVER MORE"** at the end of the displayed cards and searching for it in the search field. Make sure to save it to your home page by clicking the flag icon for quick access in the future.

Log on to NeoEd

Q Hiring a Student Worker X

federal work study

hire a hawk

hiring students

hr

neo gov

student employment

Hiring a Student Worker



[Federal Work Study Eligibility for Potential Student Worker](#)

[NEOED Applicant Tracking System](#)

Student Employment Profile Sheets:

- [Fall/Spring](#)
- [Summer](#)

CREATE JOB POSTING

At the top left of the screen, navigate to Dashboard > Insight > Jobs > Exam Plans. Find your specific requisition then go into the Exam Plan.

Click “Add New” from the Job Posting section or for existing postings, click on the title of the job to view the detailed exam plan.

NOTE: DO NOT ENABLE AUTO-SCREENING WHEN PROMPTED!

Verify that the pre-populated fields below are correct:

Blue Boxes

- Exam Plan
- Division
- Department
- Class Spec
- Job Number
- Job Type
- Exam Plan

Red Boxes

- Job Title – pre-populated **but** can be edited to reflect how you want it to be viewed on the website.
- Job List – **TRANSFER JOBS**

FOLLOW THIS NAMING CONVENTION:
Student Worker – Department – Specific Title (if any)

Advertise From/To – Desired posting dates, or check the **CONTINUOUS** box at the top of the screen to keep the job open indefinitely

Enable Maximum Number of Applicants - **IGNORE**

Category – **Student Employment**

The screenshot displays the Job Posting system interface. At the top, there's a 'Job Posting' section with an 'Add New' button highlighted by a red box. Below this are several tables: 'Recruiting Plan', 'Evaluation Steps', 'Advanced Filters', 'Eligible Lists', 'Requisitions', 'Tasks', and 'Notes'. The 'Eligible Lists' table shows a list of jobs, including one titled 'Ass't Athletic Coach - Part Time'. The 'Requisitions' table lists various positions, such as 'Academic Affairs (0002)' and 'Humanities & Social Sciences (40000057)'. The 'Tasks' table shows tasks like 'Test Req' and 'Transfer Jobs'. The 'Notes' table shows notes related to the job posting process.

The bottom half of the image shows a detailed form for creating a new job posting. This form includes fields for 'Exam Plan', 'Division', 'Department', 'Class Spec', 'Job Title', 'Job Number', 'Job Type', 'Job List', 'Exam Type', 'Advertise From', 'Advertise To', 'Advertise To' (time), 'Enable Maximum Number of Applicants', and 'Category'. Several fields are highlighted with blue and red boxes, indicating areas where specific actions or conventions should be followed. For example, the 'Job Title' field is highlighted with a red box, and the 'Job List' dropdown menu is highlighted with a red box. The 'Category' dropdown menu is also highlighted with a red box, showing options like 'Accounting and Finance', 'Administration', 'Arts', 'Athletics & Fitness', 'Business', and 'Child Care'. The 'Job List' dropdown menu is highlighted with a red box, showing options like 'Transfer Jobs' and 'Student Employment'.

Enter/Edit the following information:
Red Numbered Boxes

1. Location – **Based on home base**
(Ex: Indiana, Punxsutawney)
2. Application Template – **STUDENT**
3. Reapply Period (Days) – **LEAVE AS 1**
4. Assigned To – **SUPERVISOR**
5. Position Summary & Description –
CLICK “Populate from Class Spec”

You may use the standard summary or edit to describe the specific duties of the position. Shouldn't be more than 3-5 sentences.

6. Position Qualifications – **CLICK “Populate from Class Spec”**

Enter the REQUIRED and PREFERRED qualifications.

Statements identified in green are in every posting – DO NOT CHANGE OR REMOVE!

7. Essential Functions – **CLICK “Populate from Class Spec”**

DO NOT CHANGE!

8. Special Instructions to Applicants –
CLICK “Populate from Class Spec”

Edit the special instructions to meet your requirements for applicants that are applying.

9. If bilingual, which language is desired? – **LEAVE == None**

10. Work Schedule – **LEAVE BLANK**

11. Article 29 Complete Date – **LEAVE BLANK**

The screenshot shows a job posting form with the following fields and content:

- 1. Location On Job:** Indiana Main Campus
- 2. Application Template:** Student
- 3. Reapply Period (Days):** 1
- 4. Assigned To:** Davis, Quentin R
- 5. Position Summary & Description:** Indiana University of Pennsylvania (IUP) is seeking applications from self-motivated students who are capable of maintaining confidentiality in a professional environment. We are looking for students with initiative, who are detail oriented, proficient with computers, and reliable. **DUTIES INCLUDE:** Other general office duties include but are not limited to:
 - Deliveries and errands
 - Assisting MarCom staff with various projects
 - Marketing research (phone and Internet)
 - Fact checking
 - Analysis work
- 6. Position Qualifications:**

REQUIRED:

PREFERRED:

The department is interested in candidates who have communication skills and cross-cultural abilities to maximize their effectiveness with diverse groups of students, colleagues, and community members. Must be professional, reliable, and responsible.

Candidates must communicate effectively and perform well during the interview(s).
- 7. Essential Functions:**

The work of this position occurs in a typical office environment. Although infrequent, periods of heavy exertion may occur. Incumbent must have the following abilities:

 1. Ability to travel to field locations and meeting/training sites by motor vehicle when required.
 2. Communicate both orally and in writing to issue, receive and carry out instructions and orders effectively and to convey information to a variety of co-workers and the general public
 3. Use a variety of common office machines such as telephones, calculators, copiers, computer terminals, keyboards, video display terminals, auxiliary printers and similar equipment.
 4. Perform manual duties such as lifting and carrying various weight limits.
 5. Operate office equipment which may require stooping, kneeling, bending, stretching and prolonged standing.
 6. Provide assistance and guidance to internal and external customers.
 7. Follow oral and written instructions
- 8. Special Instructions to Applicants:**

Committed to excellence through diversity, IUP is an equal opportunity employer M/F/H/V and is a proud member of the State System of Higher Education.

All offers of employment are subject to and contingent upon confirmation of work eligibility and satisfactory completion of all pre-employment background checks.
- 9. If bilingual, which language is desired?** ==None
- 10. Work Schedule:**
- 11. Article 29 Complete Date:**

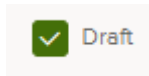
**DO NOT EDIT OR LEAVE
BLANK**

Auto Update –
UNCHECKED

Red Numbered Boxes
ENTER OR EDIT

1. Minimum Salary –
**Enter an hourly
amount or range**
2. Show Salary
Breakdown – **CHECK
HOURLY, UNCHECK
ANNUALLY**
3. Internal Notes – Use
if needed

NOTE: The “Draft” button at the top of this page, when unchecked, will make the job posting viewable on Hire a Hawk.



**SAVE AND CONTINUE
WHEN FINISHED**

Salary Information

Auto-Update: ☐ Automatically update salary range information from Class Specification.

1 * Minimum Salary:

Maximum Salary:

Hour

*** Per:**

* hours per year

2 * Show Salary Breakdown: ☒ Hourly ☐ Daily ☐ Weekly ☐ Biweekly
☐ Semi-Monthly ☐ Monthly ☐ Annually

Salary Display: ☐ Check this box to show salary as

== Select ==

3 Internal Notes (optional):

B *i* U **A:** **=** **=** **=** **¶** **↶** **↷** **↸** **↹** **↻** **↺** **↻** **↻**

Characters : 0

Will overtime be paid until job is filled? ☐

Save & Close **Save & Continue** **Reset**

ADD SUPPLEMENTAL QUESTIONS TO POSTING

Once you complete the job posting and click **SAVE AND CONTINUE**, you'll be directed to the supplemental questions page. **DO NOT ENABLE AUTO-SCREENING!!!**

SUPPLEMENTAL QUESTIONS
Test Req (02145)

Enable Auto-Screening ☐ OFF ☒ ON

Start adding questions by using the "Add Question" button below.
If no questions are added, Auto-Screening will not be set up.

[Add Question](#)
[Add New Question](#)
[Add from Item Bank](#)

Cancel [Previous](#) [Save & Close](#)

NEOED

Terms / Privacy

If you want supplemental questions, click **ADD QUESTION** then select **ADD FROM ITEM BANK**. HR has created an "Item Bank" of commonly asked questions that you can use to further customize your job posting. If you're electing to add additional questions to your posting, you may **ONLY USE QUESTIONS THAT ARE IN THE ITEM BANK**. **DO NOT ADD/CREATE YOUR OWN OR EDIT EXISTING QUESTIONS**. If a question isn't listed that you'd like to ask, you must contact HR to have the question approved and added to the bank.

1. Select **STUDENT EMPLOYMENT**
2. Click **ADD** from the Basket column for all questions you want to add to your job posting. This will add the questions to your basket.
3. Click **CHECKOUT** when you're done.

Type	Item	Basket	
0 Items in the basket.			
Show All Items			
Accounting and Finance (7)	Administration (2)	Athletics & Fitness (2)	
Clerical & Data Entry (4)	Communications (2)	Criminology (2)	
Custodial (2)	Diversity Management/EEO (9)	Facility Management (4)	
Faculty (4)	Grounds & Landscaping (1)	Health Services (4)	
Higher Education (14)	Housing (2)	Human Resources (9)	
IT and Computers (5)	Law Enforcement (3)	Library (1)	
Maintenance (14)	Miscellaneous (39)	Office and Administrative Support (1)	
Public Safety (4)	Purchasing (6)	Student Employment (48)	
Web Design (1)			
Add New Item			
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z			
Reset Alphabet Search			
Search for question(s): <input type="text"/> Go			
48 records found.			
Page 1 of 2			
Type	Item	Basket	Action
Education	How many credits are you taking currently?	Add	Edit Delete Copy
Education	If you possess any technological certifications, such as Microsoft Office Suite or Adobe Suite, please list them below:	Add	Edit Delete Copy
Education	Please enter your major(s)/minor(s)/field(s) of study in the box below.	Add	Edit Delete Copy
Education	What is your anticipated graduation semester/year?	Add	Edit Delete Copy
Education	What is your current class standing?	Add	Edit Delete Copy
Education	Year	Add	Edit Delete Copy
Miscellaneous	Are you applying for the Costume Design Work Study position?	Add	Edit Delete Copy
Miscellaneous	Are you applying for the Dance Office Assistant?	Add	Edit Delete Copy
Miscellaneous	Are you applying for the Theater Lighting and Audio-Visual Assistant?	Add	Edit Delete Copy
Miscellaneous	Are you applying for the Theater Office Assistant?	Add	Edit Delete Copy
Miscellaneous	Are you applying for the Theater Scenery and Props Stagehand?	Add	Edit Delete Copy
Miscellaneous	Are you applying for the Theater Scenery Stagehand?	Add	Edit Delete Copy
Miscellaneous	Are you applying for the Theater Simulation Coordinator?	Add	Edit Delete Copy
Miscellaneous	Do you currently live in IUP Campus Housing ?	Add	Edit Delete Copy
	Do you qualify or have you been awarded Federal Work Study (FWS) by the Financial Aid Office?		

From the Action column, a few things can be done. You can:

- Arrange the questions in the order you wish them to be placed in the posting by using the up/down buttons.
- Edit any question by using the pencil button.
- Delete a question by using the inactivate button

Once you're done, click **SAVE & CLOSE**.

[Cancel](#)
[Previous](#)
[Save & Close](#)

Enable Auto-Screening ☐ Off ☒ On

[Show Inactive Questions](#) | [Add New Question](#) | [Item Bank](#)

#	Question	Cat.	Req.	Conf.	Emp.	Action
1	How many credits are you taking currently? <input type="text"/>					<div style="border: 2px solid red; padding: 2px;"> Edit Inactivate Audit Up Down </div>
2	What is your current class standing? <input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior <input type="radio"/> Graduate Student					<div style="border: 2px solid red; padding: 2px;"> Edit Inactivate Audit Up Down </div>

REVIEW JOB POSTING

A preview of your job posting will display.

Currently, your posting is in **DRAFT** status. It's recommended to have somebody review your posting for errors/formatting issues. Click **EDIT** if you need to make any corrections.

Once everything is finalized, it's time to take your posting out of **DRAFT** status.

Click **EDIT** and uncheck the **DRAFT** box.

Click **SAVE & CLOSE**.

ONCE YOU UNCHECK THE DRAFT BOX, THE POST IS LIVE!

Detailed Job Posting

[Edit](#)

[Print Job Bulletin](#)

[View Class Spec](#) | [View Exam Plan](#) | [Supplemental Questions & Auto Screening](#)

Job #	Hits	Active / Total	Advised
02145	0	0 / 0	05/01/24 - 05/15/24 11:59 PM

Job Title	Test Req
Closing Date/Time	Wed. 05/15/24 11:59 PM Eastern Time
Salary	\$15.00 Hourly
Job Type	Student
Location	Indiana Main Campus
Division	Academic Affairs

Copy Job Posting

☐ Draft

☐ Archived

☒ Accept Online Applications

☒ Show Closing Date/Time

☐ Continuous

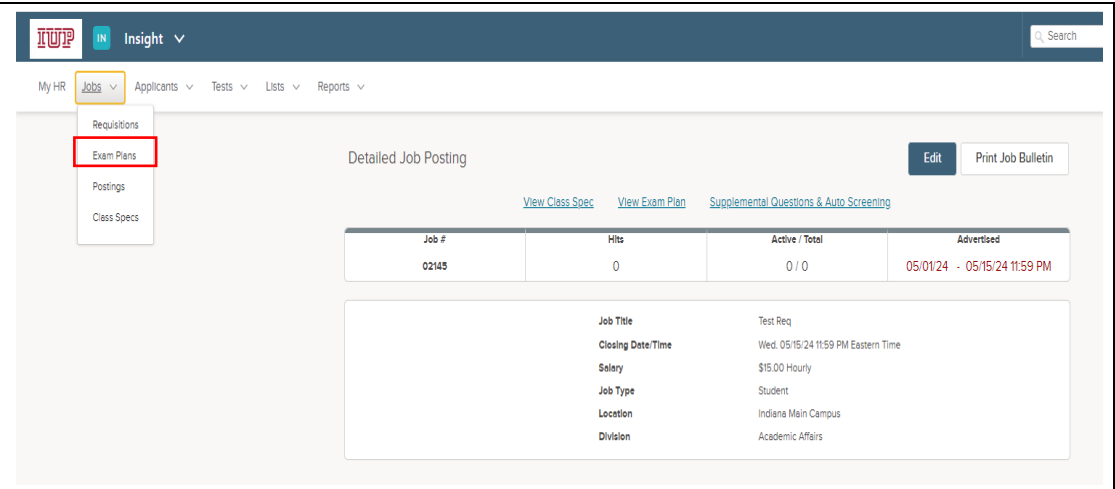
Fields marked with an asterisk (*) are required

* Exam Plan:	02145 - Test Req
* Division:	Academic Affairs (0002)
Department:	Humanities & Social Sciences (40000057)
* Class Spec:	Student Worker (SU250)
* Job Title:	Test Req
* Job Number:	02145
* Job Type:	Student
* Job List:	Transfer Jobs
* Exam Type:	Open
* Advertise From:	05/01/2024

VIEW CANDIDATES

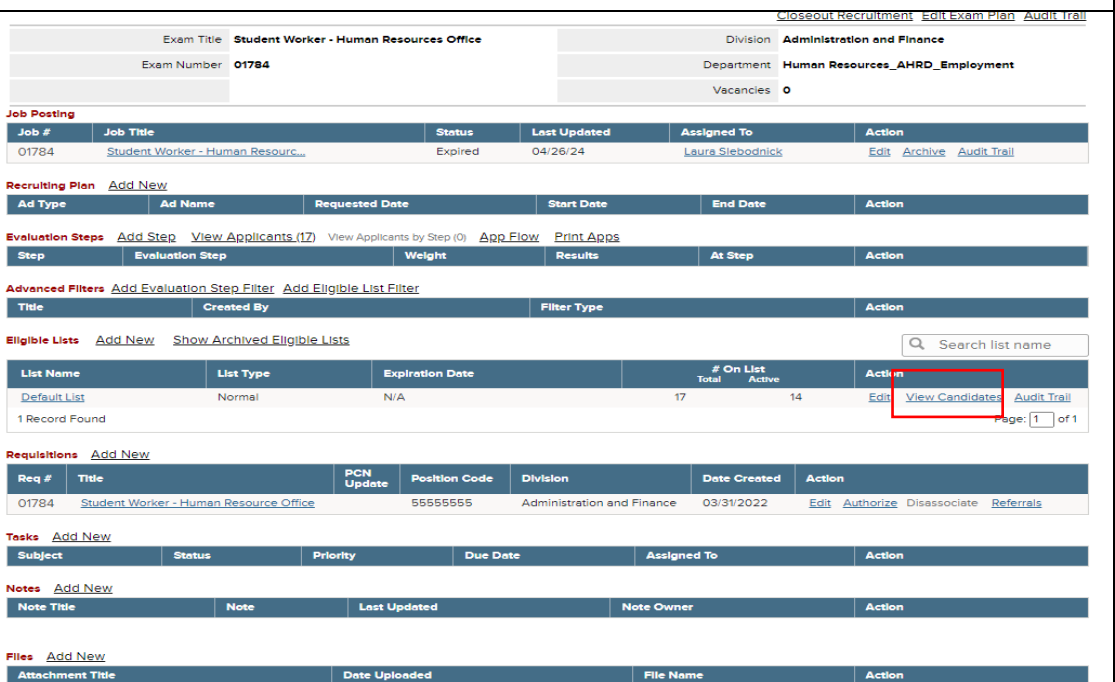
Navigate to Insight

From the Jobs menu, go to **EXAM PLANS**. Search for your position and go into the Exam Plan.



The screenshot shows the IUPUI Insight web application. The 'Jobs' menu is open, and 'Exam Plans' is highlighted with a red box. The main content area shows a 'Detailed Job Posting' for Job # 02145. The job title is 'Test Req', and it is located in the 'Academic Affairs' division. The job is currently 'Expired' with a status of '0'.

Find the **ELIGIBLE LISTS** section and click on **VIEW CANDIDATES**.



The screenshot shows the 'Exam Plan' page for 'Student Worker - Human Resources Office'. The page includes sections for 'Job Posting', 'Recruiting Plan', 'Evaluation Steps', 'Advanced Filters', 'Eligible Lists', 'Requisitions', 'Tasks', 'Notes', and 'Files'. The 'Eligible Lists' section is highlighted with a red box, showing a table with columns for 'List Name', 'List Type', 'Expiration Date', '# On List Total', and '# Active'. The 'Default List' is selected, showing 17 total and 14 active candidates. The 'View Candidates' link is highlighted with a red box.

A list of candidates will display. By clicking on a specific name, you can view the candidate's application.

Search by Name <input type="text"/> <input type="button" value="Go"/>											
97 records found. Page 1 of 1											
<input type="checkbox"/>	Name	Date Received	Date Eligible	Notices	Exam Score	Email Notify	Status	Expires	Comments	List Type	
<input type="checkbox"/>	Bartko, David Arturo	05/26/22	05/26/22		0.00	•	Hired		Add	Normal	
<input type="checkbox"/>	Beichner, Christyn	07/04/20	07/04/20		0.00	•	Inactive		Add	Normal	
<input type="checkbox"/>	Bellaoucha, Aicha	06/30/20	06/30/20		0.00	•	Hired		Add	Normal	
<input type="checkbox"/>	Benedict, Justin Daniel	04/26/23	04/26/23		0.00	•	Hired		Add	Normal	
<input type="checkbox"/>	Bertram, Bristol Bailey	05/10/21	05/10/21		0.00	•	Hired		Add	Normal	
<input type="checkbox"/>	Boggs, Amaya Nicole	04/25/22	04/25/22		0.00	•	Hired		Add	Normal	
<input type="checkbox"/>	Bohn, Emilie K.F	04/23/24	04/23/24		0.00	•	Hired		Add	Normal	
<input type="checkbox"/>	Boonle, Jacob	05/10/21	05/10/21		0.00	•	Hired		Add	Normal	
<input type="checkbox"/>	Borowski, Rebecca E	05/01/24	05/01/24		0.00	•	Hired		Add	Normal	
<input type="checkbox"/>	Boulkher, Samira	04/22/24	04/22/24		0.00	•	Hired		Add	Normal	

This is a sample of what the application will look like.

You can move back and forth from one application to the next by clicking the buttons in the **red box** at the bottom of the page.

You can view answers to your supplemental questions on each individual application, or you can build a report to filter your candidates based on their answers.

View Exam Plan View All Applicants View Applicants By Step Education Scoring Work Experience Rating Special Credit Rating Add Skills View Master Profile	
Application 5 of 6	Previous Applicant Next Applicant Print View
00542 - Student Office Worker - 2017 Training Position	
Contact Information -- Person ID: 29540425	
Name:	Jason Wendel
Address:	7 Robin Road Fairwood, New Jersey 07023 US
Home Phone:	9085783455
Alternate Phone:	
Email:	JSKW@IUP.edu
Notification Preference:	Email
Former Last Name:	
Education	
Indiana University of Pennsylvania has chosen not to collect this information for this job posting.	
Work History	
Indiana University of Pennsylvania has chosen not to collect this information for this job posting.	
Certificates and Licenses	
Indiana University of Pennsylvania has chosen not to collect this information for this job posting.	
Skills	
Indiana University of Pennsylvania has chosen not to collect this information for this job posting.	
Additional Information	
Indiana University of Pennsylvania has chosen not to collect this information for this job posting.	
References	
Resume	
Text Resume	
Attachments	
Agency-Wide Questions	
1. Q: Are you at least 18 years of age?	
A: Yes	
2. Q: What is your personal email address? [Business email addresses cannot be used for IUP Onboarding.]	
A: jasonwendel60@hotmail.com	
3. Q: If you answered 'no' to being legally authorized to work in the United States, or 'yes' to needing sponsorship for employment, what is your current status?	
A: Other	
4. Q: If you selected 'Other', what is your current status?	
A: Legal USA Citizen	
5. Q: When does your current status expire?	
A:	
6. Q: Within the last ten years, have you been discharged or asked to resign?	
A: No	
7. Q: If yes, please explain, for each case provide name and address of employer, approximate date, and reasons for dismissal.	
A:	
8. Q: Have you ever been convicted of a felony? [Answering "Yes" does not necessarily bar you from employment at IUP.]	
A: No	
9. Q: Do you have any relatives working here?	
A: No	
10. Q: Are you currently an IUP employee?	
A: No	
11. Q: If you are currently an IUP employee, describe how this work is different from your regular job duties:	
A:	
12. Q: If you are currently an IUP employee, please check all sources of income from IUP that you expect to receive during the current academic year (in addition to your regular salary). Total income from IUP cannot exceed the limits of the PASSHE Compensation Policy.	
A:	
13. Q: What is your Banner ID (if applicable)?	
A: @03285118	
14. Q: Have you ever been employed (including Student Employment) by the Pennsylvania State System of Higher Education (PASSHE)?	
A: No	
15. Q: Are you retired under the State Employees' Retirement Systems (SERS) or Public School Employees' Retirement System (PSERS)? [* Please note...if you are a retiree under SERS, PSERS or PASSHE, restrictions may apply to IUP employment.]	
A: Not retired under either plan	
16. Q: Where did you first hear about this opportunity?	
A: Friend	
17. Q: Have you ever been employed by the Commonwealth of Pennsylvania?	
A: No	
Supplemental Questions	
1. Q: Have you been approved for federal work study?	
A:	
Previous Applicant Next Applicant	

INTERVIEW & ACCESS THE CANDIDATES

THIS STEP IS DONE OUTSIDE OF NEOED

- ❖ CONTACT THE STUDENT BY EMAIL/PHONE TO SCHEDULE AN INTERVIEW
- ❖ CONDUCT THE INTERVIEWS
- ❖ MAKE YOUR CANDIDATE SELECTION AND MAKE A VERBAL OFFER

HIRING THE STUDENT WORKER

Once you log in to NeoEd, you'll see your Dashboard. Click **VIEW MY REQUISITIONS** then select the title of the requisition you're hiring the student(s) under.

The image displays two screenshots of the NeoEd web application interface. The top screenshot shows the 'Dashboard' page, which includes a 'Tasks' section with a message 'You have zero tasks to do!' and a 'Quick Actions' sidebar where the 'View My Requisitions' link is highlighted with a red rectangle. The bottom screenshot shows the 'Recruiting' page, specifically the 'Requisitions' section. It features a list of requisitions with columns for checkboxes, requisition numbers, titles, departments, hiring managers, and creation dates. Three requisitions are listed: #01619 (Japanese Tutor), #01616 (Critical Language), and #01005 (Fine Arts College). The interface includes navigation tabs, filters, and pagination controls.

Once you've selected the requisition, select **CANDIDATES** on the Requisition Detail page.

Requisition Detail
Student Worker - Fine Arts College (01005) [Open](#)

Requisition Information

Requisition Number 01005	Department Fine Arts College	Positions Student Worker (55555555)
Division Academic Affairs	Class Spec Student Worker (SU250)	
Working Title Student Worker - Fine Arts College	Job Type Student	
Vacancies N/A	EEO/Census Data Template N/A	
List Type Transfer	Desired Start Date 05/14/2018	
Owner Laura Siebodruck	Hiring Manager Jennifer Carovich, Carolyn Davis, Quentin R Davis, Sarah Richards	
Location Main Campus	HR Analyst Carolyn Davis	
SAP Position 55555555	HR Liason Sarah	
Immediate Supervisor N/A	Vacated by:	

Place a check next to the name(s) of the student(s) you want to hire. If you're hiring multiple candidates, you can do all at once.

Once selected, click the **ACTIONS** dropdown and select **MOVE TO HIRE**.

Candidates

14 TOTAL
Hired: 14

Hired Actions

2 record(s) are selected.

Select All 14 records Clear Selection

	Name	Action Date	Notices	Current Employee	Phone	Status	Offer
<input checked="" type="checkbox"/>	Nelen, Tessa N	03/19/2019	<input checked="" type="checkbox"/>	No	8143410672	Hired Pending Release	Regular
<input type="checkbox"/>	Saugenhaupt, Emily	03/20/2019	<input checked="" type="checkbox"/>	No	(814) 229-9579	Hired Awaiting Authorization	Regular
<input checked="" type="checkbox"/>	McComsey, Ivy M	10/15/2019	<input checked="" type="checkbox"/>	No	773143423	Hired Awaiting Authorization	Regular

There are three pages of the hire form. For **HIRE INFORMATION**:

1. Position – **STUDENT WORKER (55555555)**
2. Offer Date – **Date you offered the student the position.**
3. Date Offer Accepted – **Date the student verbally accepted the job offer.**
4. Start Date – **Date the student is expected to start employment and date by which the student must have applied for all background clearances if applicable.**
5. Campus/Work Location: **Indiana, Punxsutawney, etc.**
6. Hire Date – **Same date as start date.**
7. BARG UNIT – **Student**

Click **SAVE & CONTINUE TO NEXT STEP**

[Cancel](#)
[Save & Close](#)
[Save & Continue to Next Step](#)

Hire Form
 Oluwole, Isiah (Person ID : 54504536)

1. HIRE INFORMATION ✓
2. APPROVALS
3. ATTACHMENTS

Hire Information

* required fields are marked with asterisk

<div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Position</div> <div style="border: 1px solid #ccc; padding: 2px;">Student Worker (55555555) Preview</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">* Date Offer Accepted</div> <div style="border: 1px solid #ccc; padding: 2px;">05/03/2024</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Bonus Amount</div> <div style="border: 1px solid #ccc; padding: 2px;">\$</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Orientation Date</div> <div style="border: 1px solid #ccc; padding: 2px;">MM/DD/YYYY</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Is the candidate's current retiree under SERS, PSERS or ARP?</div> <div style="display: flex; justify-content: space-between;"> <input type="radio"/> YES <input type="radio"/> NO <input checked="" type="radio"/> Didn't answer </div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Maximum Hours</div> <div style="border: 1px solid #ccc; padding: 2px;"></div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Payment Amount</div> <div style="border: 1px solid #ccc; padding: 2px;"></div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">* Campus Location or Work Location</div> <div style="border: 1px solid #ccc; padding: 2px;">Indiana</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Position End Date (if applicable)</div> <div style="border: 1px solid #ccc; padding: 2px;"></div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">BARG UNIT</div> <div style="display: flex; flex-direction: column; gap: 5px;"> <input type="radio"/> APSCME <input type="radio"/> APSCUF - Coach <input type="radio"/> APSCUF - Faculty <input type="radio"/> MGMT <input type="radio"/> OPEIU <input type="radio"/> Other <input type="radio"/> SCLRA <input type="radio"/> SPFPA <input checked="" type="radio"/> Student </div> </div>	<div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">* Offer Date</div> <div style="border: 1px solid #ccc; padding: 2px;">05/03/2024</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Offer Amount</div> <div style="border: 1px solid #ccc; padding: 2px;">\$</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">* Start Date</div> <div style="border: 1px solid #ccc; padding: 2px;">08/26/2024</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Filled Date</div> <div style="border: 1px solid #ccc; padding: 2px;">MM/DD/YYYY</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">PERNR (for rehires only)</div> <div style="border: 1px solid #ccc; padding: 2px;"></div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Hourly or Salary Rate</div> <div style="border: 1px solid #ccc; padding: 2px;"></div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">SAP Cost Center</div> <div style="border: 1px solid #ccc; padding: 2px;"></div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">* Hire Date</div> <div style="border: 1px solid #ccc; padding: 2px;">08/26/2024</div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Home Dept Org</div> <div style="border: 1px solid #ccc; padding: 2px;"></div> </div> <div style="margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">SAP Position #</div> <div style="border: 1px solid #ccc; padding: 2px;"></div> </div>
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APPROVALS

1. Click **ADD APPROVAL GROUP**
2. Approval Group – **Human Resources (Req)**
3. Approvers: **Quentin R Davis**

IMPORTANT STEPS:

4. Click the green **ADD APPROVAL STEP** button.
5. Click **SAVE & CONTINUE TO NEXT STEP**

Click **SAVE & SUBMIT** on the **ATTACHMENTS** page. You may print for your records.

Hire Form

Oluwole, Isaiah (Person ID : 54504536)

Cancel

Save & Close

Save & Continue to Next Step

5

1. HIRE INFORMATION ✓

2. APPROVALS

3. ATTACHMENTS

Approval Workflow

* Fields are required.

1

+ Add Approval Group

Hire Form

Oluwole, Isaiah (Person ID : 54504536)

Cancel

Save & Close

Save & Continue to Next Step

1. HIRE INFORMATION ✓

2. APPROVALS

3. ATTACHMENTS

Approval Workflow

* Fields are required.

2

* Approval Group

Human Resources (Req)

Due Date

MM/DD/YYYY

3

* Approvers

Quentin R Davis

Search Approvers

4

Add Approval Step

Cancel

SEND HIRE NOTICE

1. Return to the **CANDIDATES** page from earlier and ensure you're looking at **HIRED** candidates in the dropdown.
2. Check the boxes next to the candidate(s) you've been moving through the hire process.
3. Select the **ACTIONS** dropdown and choose **SEND NOTICES**.

The screenshot shows the IUPUI Dashboard with the 'Candidates' tab selected. A circular progress indicator shows '14 TOTAL' and 'Hired: 14'. Below this, a table lists candidates with columns for Hire Date, Notices, Current Employee, Phone, Status, and Offer. The 'Hired' dropdown is set to 'Hired'. The 'Actions' dropdown is open, showing 'Send Notices' as an option. The 'Hired: 14' count is highlighted.

1. Type **"Hire a Hawk Appointment Letter"** in the box at the top and select it.
2. Click **SAMPLE CANDIDATE** to preview the appointment notice that your student will receive. Verify the information on the letter is correct.
3. Click **OVERRIDE** if any changes are needed.
4. Click **SEND** to send it to the student's email.

The screenshot shows the 'Send Notice' page for Oluwole, Isalah (Person ID: 54504536). The 'Notice Details' section shows a search for 'Hire a Hawk Appointment Letter'. The 'Sample Candidate' button is highlighted. The 'Override' button is also highlighted. The 'Send' button is highlighted. The notice preview shows the IUPUI logo and contact information, followed by a template for an appointment letter.

SAMPLE COMMUNICATIONS TO STUDENTS

FIRST EMAIL SENT TO “NEW” STUDENT WORKER FROM HR

- **NEOED INITIAL LOGIN:**

- You will receive email from DoNotReply@NeoEd.com – Activate your NeoEd PE user account (expires in 5 days).
- **USER ID – is your campus email address.**

- **SETTING UP YOUR NEOED PASSWORD:**

- Passwords are case sensitive.
- Must contain 12 characters including upper case and lower-case letter(s), a number, and a special character.
- Cannot contain first name, last name, or username.

TASKS, INSTRUCTIONS, AND FORMS TO BE COMPLETED in NEOED

1. Payroll Forms need completed – **Please avoid using your campus/school address if possible.** This will be used for taxation purposes. All payroll related documentation will be sent to this address as well.
2. Background Clearance Tasks which will guide you through each step of the background clearance process. FBI Fingerprinting and Child Abuse clearance.

NOTE: Not all student worker positions require clearances. **If you do not have background clearance tasks visible in your NeoEd profile, you are **not** required to go through this process.**

FINGERPRINTING APPOINTMENT REMINDERS (if required – see NeoEd task list after account activation):

- **NEW Fingerprinting Location:** Clark Hall 122 – Please park in the 15-minute parking spots outside of Clark, if needed.
- **Must first be registered through Identogo (first step in NeoEd).**
- **Bring the photo ID indicated during the Identogo registration process.**

WORK AUTHORIZATION EMAIL SENT TO STUDENT WORKER FROM HR

SUBJECT LINE: Important HR Info & Student Work Authorization – Jane Doe

Hello,

Name: Jane Doe

Effective Date: 11/11/2024

Requisition: 12345

Department: Biology

Jane has been provisionally cleared to begin work today, 11/11/2024. Jane has 45 days to present the FBI Fingerprinting clearance results, which was initiated on 10/31/2024. Failure to comply with this requirement will result in termination of employment.

To be completed by work supervisor:

A profile sheet must be completed for the student by going to MyIUP > locating the “Hiring a Student Worker” Card > choosing the semester profile sheet based on Fall/Spring or Summer employment.

Supervisor – Please do not contact the HR office to follow up on a student hire until you have confirmed that the above information has been submitted to HR. Hire actions are processed within 2 business days of receiving all information needed for hire.

International Students – You may need to provide additional information. An HR representative will be in contact with you if needed.

INSTRUCTIONS FOR A STUDENT THAT HAS ALREADY WORKED AT IUP IN THE PAST AND IS NEW TO YOUR DEPARTMENT

- Student applies to job posting.
- Supervisor completes hire action – Follow Instructions on pages 13-16.
- If Clearances (if required) and Payroll forms are COMPLETE – HR will email the authorization to work email to supervisor and student.
- Supervisor completes iform using link from authorization email.
- Student will be placed in Etime.
- If Clearances and Payroll forms are INCOMPLETE – HR will email the student and supervisor with specifics.

NeoEd Student Overview Guide: Navigating the Student Onboarding Portal

After being hired through Hire a Hawk, the student receives an email from donotreply@neoed.com that contains an activation link to activate and set up their account.

NOTE: This activation link expires after 5 days. If the student doesn't activate within that time, they must contact HR to have the link resent!

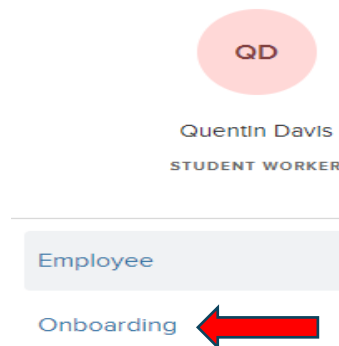
Username: IUP email address

Password: Set up upon activation

There are 2 views that a student can choose to view the checklist and tasks.

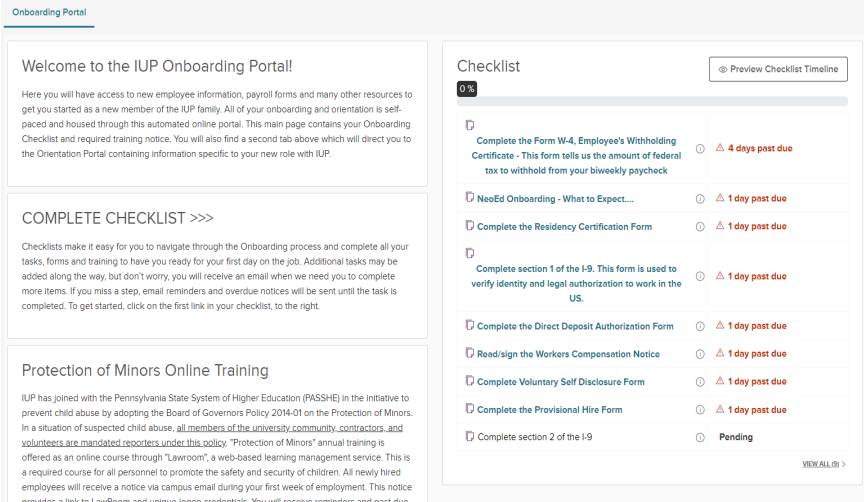
1. **Employee**
2. **Onboarding**

Students may click on each to toggle between both.



The Onboarding view will appear like this:

- Students may click tasks in the Checklist to begin completing the paperwork and receiving instructions to complete FBI fingerprinting and Child Abuse Clearances



The Employee view will appear like this:

General Information section

Task Section

- Lists all tasks required to become an employee at IUP.
- Ex. Completion of the direct deposit form.

Notes & Attachments

This is where the Child abuse payment code is listed, as well as clearances and identification.

Employee Details

Edit @

General Information

Employee # [REDACTED]
Email [REDACTED]
Address [REDACTED]
Phone [REDACTED]
Active Yes
Online Access Send Activation [REDACTED]

Position Information

Class Spec
Division Contractor Student Coop
Department Contractor Student Coop
Position Student Worker
Position Type
Hire Date
Position Start Date 05/02/2024
Separation Date

0

Tasks

Tasks							
+							Q
Subject	Related To	Task Status	Task Type	Due Date	Updated On	Actions	
Q Search	Q Search	Q Search	Q Search	Q Search	Q Search		
Complete the Form W-4, ...	[REDACTED]	Current	Form	04/29/2024	05/02/2024		
Complete section 1 of the ...	[REDACTED]	Current	Form	05/02/2024	05/02/2024		
Complete the Direct Dep...	[REDACTED]	Current	Form	05/02/2024	05/02/2024		
Read/sign the Workers C...	[REDACTED]	Current	Form	05/02/2024	05/02/2024		
Complete Voluntary Self ...	[REDACTED]	Current	Form	05/02/2024	05/02/2024		
First Previous 1 2 Next Last 5 Items per page							Showing 15 of 8 Items

Notes & Attachments (5)

+				Q
Note/Attachment	Created By	Created On	Actions	
Q Search	Q Search	Q Search		
FBI 1/14/22	Quentin R Davis	05/02/2024 14:57:30		
[Attachment: S [REDACTED] DL, SSC.pdf]	Sarah Richards	02/01/2022 09:12:31		
FP 01/14/22	Angela Phillips	01/18/2022 12:20:32		
PA 1/7/22	Sarah Richards	01/13/2022 16:04:40		
CA 1/6/22	Sarah Richards	01/07/2022 08:36:58		
First Previous 1 2 Next Last 5 Items per page				Showing 15 of 6 Items

ACCESSIBILITY TOOLS

<input type="checkbox"/> Student - New Hire Checklist
<input type="checkbox"/> Complete the Form W-4, Employee's Withholding Certificate - This form tells us the amount of federal tax to withhold from your biweekly paycheck
<input type="checkbox"/> NeoEd Onboarding - What to Expect....
<input type="checkbox"/> Apply for the Child Abuse Clearance - Step 1
<input type="checkbox"/> Step 1: Register for Fingerprinting through Identogo
<input type="checkbox"/> Complete the Residency Certification Form
<input type="checkbox"/> Complete section 1 of the I-9. This form is used to verify identity and legal authorization to work in the US.
<input type="checkbox"/> Complete the Direct Deposit Authorization Form
<input type="checkbox"/> Read/sign the Workers Compensation Notice
<input type="checkbox"/> Complete Voluntary Self Disclosure Form
<input type="checkbox"/> Complete the Provisional Hire Form
<input type="checkbox"/> Step 2: Schedule Your Fingerprinting Appointment - IUP Campus
<input checked="" type="checkbox"/> Confirm Clearances and I-9 Verification
<input type="checkbox"/> Complete section 2 of the I-9
<input type="checkbox"/> Email Your Child Abuse Clearance Results
<input type="checkbox"/> Step 3: Email FBI Fingerprint Results

- **NeoEd Onboarding – What to expect** : brief overview of what to expect going through the NeoEd onboarding process, the documents HR needs and where to send them.
- **Read/Sign the Background Investigation & Provisional Hire Agreement:** explains the Background Investigation Policy & Provisional Hire Agreement to the student.
- **Read/Sign the Workers Compensation Notice**
- **Apply for Child Abuse Clearance – Step 1:** includes detailed instructions to guide the student through applying for their Child Abuse Clearance from the Dept. of Human Services.
- **Email Your Child Abuse Clearance Results – Step 2:** detailed instructions to guide the student through logging into their account, saving their clearance results and where to send them.
- **FBI Fingerprinting Pre Registration through Identogo:** includes detailed instructions to guide the student through pre registering with Identogo to complete the FBI Fingerprinting clearance.
- **Step 2 – Schedule your FBI Fingerprint Appointment:** once the student has completed the pre registration process with Identogo, they will schedule their appointment with the IUP Fingerprint location – Univesity Towers, Campus Police Station.
- **Payroll Documents Tasks:** Complete section 1 of the I9, Complete the Direct Deposit Enrollment form, Complete the Residency Certification form, Complete your W4 tax form.

SUPERVISOR GUIDE

***Expectations of Student *Federal Work Study *State Work Study
*Eligibility Requirements *Employment Process *E-Time *Wage Rates
*Work Hours *Interviewing *Training *University Procedures & Policies**

Mission:

To treat on campus student employment as a “High Impact Practice” that provides students with opportunities to gain educational experiences outside of the classroom and transferable skills to use in their future careers.

Benefits of Student Employment:

- Aids in recruitment and retention
- Builds relationships with university faculty, staff, and peers
- Provides opportunities for development and exploration
- Enhances educational growth and often improves scholastic performance
- Provides access to professional role models and advice, networking opportunities, and references
- Establishes an employment history
- Aids in reducing financial stress
- Allows for flexible hours that fit class schedules
- Provides offices assistance with carrying out daily operations
- Enhances education outside of the classroom
- Provides the opportunity to gain a strong professional work ethic
- Influences preparedness for professional careers

Educational Benefits of Student Employment:

- Ability to manage and balance school, work, social and personal responsibilities
- Develop effective verbal and written communication skills
- Learn the importance of working as a team
- Build self-confidence and work ethic
- Further develop interpersonal skills
- Learn the importance of customer service
- Develop multitasking skills needed for success in a busy work environment
- Understand the importance of taking initiative, being flexible, and adaptable
- Learn to work collaboratively with other office staff members to accomplish common goals
- Complete work assignments in a timely manner

- Learn the significance of office politics and how to interact positively with supervisors and co-workers
- Develop computer proficiency in Word, Access, Excel, and any specialty software used by specific offices
- Learn how to problem-solve, think analytically, and take initiative
- Understand the importance of being punctual and bringing a positive attitude to the workplace
- Learn how to dress appropriately for the work environment
- Acquire time management skills by learning how to balance academics, employment, and social life

Expectation of Student

Students should understand that working on campus is a privilege afforded to those students who agree to comply fully with the following:

Upon acceptance of an on-campus employment position, the student is responsible for reading all materials associated with their employment and completing all required paperwork with the Office of Human Resources (paperwork must be completed before the student starts their new position).

- The student must arrange a work schedule with their supervisor that is compatible with their class schedule within the first week of employment.
- The student will report regularly and promptly to work. Absences should be arranged in advance with the supervisor, by calling or emailing the supervisor directly prior to the start of their scheduled shift to report if they will be late or absent.
- The student will maintain the confidentiality of departmental records and student records when he/she has access to such records, and sign a confidentiality agreement.
- The student's work schedule will not exceed 20 hrs. per week during the academic year; 37.5 hrs. per week during breaks (summer, winter, etc.).
- The student will complete online timesheets according to the payroll schedule through eTime and follow any specific requirements supervisors have stated about time entry.
- The student will regard on-campus positions as a professional experience.
- The student will attempt to resolve any employment issues with his/her supervisor. If an issue cannot be resolved, the student is responsible for notifying the Office of Human Resources.

- The student will report to work only when the University is open. The student will not report to work on University holidays or inclement weather closures.
- Students who fail to meet these expectations may lose their eligibility to apply for future positions.

Student Employment Work Study Programs

Work Study is a form of financial aid that is earned by the student working on campus, and is paid in the form of a paycheck. The program is either federally funded or state funded. The funds are intended to help offset your educational and living expenses.

Students are responsible for seeking on-campus employment.

No student is guaranteed a job whether they have a work-study award or not.

Federal Work Study (FWS):

A program funded by the federal government to help students with financial need earn money to offset your educational and living expenses. Many departments across campus hire ONLY student employees who qualify for FWS.

To qualify for federal work study, you must fill out the FAFSA each year and indicate that you are interested in this program. You may then see a Federal Work Study award amount on your financial aid award from IUP. This does not guarantee that you will receive this amount of money. Students are responsible for finding and securing their own jobs and will then earn wages as a result. This award simply means that you qualify for the program and may help your chances of being offered a part-time, on-campus job.

• Am I eligible for the federal work study (FWS) program?

- Students must demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA) and meet eligibility requirements to be considered for FWS. In order to verify your FWS eligibility, view your Financial Aid Awards on MyIUP or for any questions, please contact the Financial Aid Office at 724-357-2218.

State Funded Student Employment: Many departments across campus hire student employees and use institutional funds to pay their salaries. These positions are based on the availability of funds in each department and do not require students to have any financial need.

Eligibility for Student Employment

No student may work for and be supervised by an immediate member of his/her family

Academic Year: Normally students must be enrolled for at least 6 credits each semester as a regular IUP student. However, graduate assistants by the terms of their individual contract, may be employed as graduate assistants and only enroll for 3 credits.

Summer: To be eligible for summer student employment a student must be an IUP degree-seeking student and meet one of the following:

- Enrolled for at least 6 credits in the spring and at least 6 credits in the following fall semester.
- Enrolled for at least 6 credits in the summer.
- Incoming freshman, transfer, or graduate student; offered and accepted admission for the upcoming fall semester.

Student Employment Process

- The student must apply for a job through HireAHawk
- Offer the Job!!
- Student begins onboarding process in NeoED – Assigned by HR
- Student completes Child Abuse Clearance (*if required for position*)
- Student registers for Fingerprinting through Identogo (*if required for position*)
- Student schedules Fingerprinting Appointment at the University Police Station (*if required for position*)
- Student completes Payroll Forms in NeoED
- Supervisor/Student receives Authorization to Work Email from HR to begin working
The student MUST complete the hiring process and apply for all clearance BEFORE the authorization will be sent
- The following information must be submitted to payroll-services@iup.edu in order for the student to be placed on payroll and be given E-Time access:
 - Submit their Photo ID if not provided at time of fingerprinting appointment
 - Submit a copy of their social security card (emailed as an attachment by student if not provided at time of fingerprinting appointment)
 - A copy of their child abuse clearance results if required for position (emailed as an attachment by the student)
 - Work Supervisor MUST submit your completed profile sheet to iForms
- Students will have 90 days from the first day worked to email the results of the FBI Fingerprint Clearance to HR. Failure to comply with this requirement will result in termination of employment.

E-Time:

A daily record of time worked must be maintained on the web-based eTime student payroll system.

- Hours posted in eTime should accurately reflect all hours worked. Storing hours and reporting them on subsequent pay periods is not permitted.
- When completing eTime, please make sure you enter your office hours under the correct department.
- Report any changes of address to Student Payroll.

Compensation of Pay

Wage Rates:

Undergraduate student wages are \$7.25 per hour. As long as students do not exceed the established number of allowable hours per week for employment on campus, there is no limit set on earnings. Students are paid every other Friday with the exception of holidays.

Student Hour Limitations:

Supervisors should be aware that a student's first priority is their academic work. The recommended hour limitations have been established to ensure that students achieve a balance in work and school.

- You can work up to 25 hours/week when classes are in session (summer hours can be higher in some situations).
- If you're an international student, you're not eligible for FWS positions. If you're using University Employment or State Work-Study funds, you are not permitted to work more than 20 hours/week while attending classes.
- **Summer break:** Incoming freshmen who desire to work in the summer prior to their first enrolled fall term may work up to 40 hours/week. Students enrolled for coursework in the preceding spring and the following fall semesters may be employed during summer break and work up to 40 hours per week, but only 25 hours if enrolled in summer courses. Graduate students completing dissertation/thesis during summer until graduation in August may work during summer break *only* if funded through departmental funds (no Federal Work Study).
- Students may work in more than one campus location. Supervisors should adjust work schedules to ensure that students do not exceed the recommended work hour limits.
- Hours approved on eTime should accurately reflect all hours worked. Timekeepers are required to wait until the shift is worked before approving student hours in eTime. Storing hours and reporting them on subsequent pay periods is not permitted.

Payment Compensation:

Students are REQUIRED to enroll in direct deposit.

Interviewing

Conducting a good interview involves planning ahead and organizing your thoughts and questions.

The following steps should lead to a productive interview:

- 1) **Plan ahead.**
Review any information you may have on the student (application, resume) before the interview. It is helpful to know the full name, hometown, and class year; major and prior work experience.
- 2) **Create a friendly environment.**
Whether this is the student's first interview or 10th, interviewing creates anxiety and stress. Start with small talk to put the student at ease. Conduct the interview in a private place so that you can give the student your undivided attention.
- 3) **Verify basic information.**
Check the information you have and update where necessary.
- 4) **Discover interests and viewpoints.**
Use open-ended questions to elicit more information instead of questions that lead to "Yes" or "No" answers.
- 5) **Try to start your questions with "What, Why, How, or When or Where"**
Such as:
What did you like most about your last job?
What did you like least about your last job?
What was the most important thing you learned while working?
- 6) **Provide information and perspective.**
Inform the student about the position, the mission/philosophy of the department and your expectations.
- 7) Share the job description with the student and answer any questions he/she may have about the job.
- 8) **Bring closure.**
Summarize the interview and allow the student to provide or clarify previous information.
- 9) Thank the student for taking the time to come in for the interview. Tell the student when the decision will be made and how notification will occur (phone, mail, etc.).

Sample Interview Questions

The following questions may be helpful as you consider the information you would like to obtain during the interview:

- Tell me about your previous work experiences.
- What do you perceive as your strengths? What do you perceive as your weakness?
- How do you manage your time?
- How would you describe yourself or your personality?
- Why did you apply for this job?
- How would previous supervisors describe your work?
- In what professional-related organizations are you a member?

Avoid these Questions

- Are you married?
- Do you have children?
- What is your age?
- Where is your spouse employed?
- Have you ever been arrested?
- Were you in the military?
- What is your religion?
- Are you in good health?
- Have you ever had an injury or physical or mental illness?
- Have you ever had a drug problem?
- Have you ever had a drinking problem?

Training Ideas

- Provide an orientation session for student employees before each semester
- Set aside time during the semester to provide on-going training
- Discuss acceptable ethical behavior in the workplace—for some students, this may be their first formal job
- Proper dress is critical to making a good impression—encourage students to dress appropriate of an employee in your office
- Communicate the importance for students to develop a sense of responsibility and “ownership” toward their work
- Stress the importance of confidentiality of information
- Invite students to participate in staff meetings, when appropriate
- Schedule student employee staff meetings
- Ask for suggestions from your student employees
- Conduct a safety training program where appropriate

University Employment Procedures & Policies

Resolutions of Disputes:

Students must bring concerns about their employment to the attention of their supervisor as soon as possible.

- Supervisors are expected to make good faith efforts at fair and equitable resolution, which includes informing the student of their decision.
- If an issue is unable to be resolved between the student and the supervisor, Human Resources should be notified immediately in order to proceed with the appropriate course of action.

Terminating Student Employees:

While all efforts should be made to make working on campus a mutually beneficial and enjoyable experience for both student employees and supervisors, supervisors may terminate a student for poor performance, misconduct, or lack of available work.

- A student employee who resigns or is terminated must receive wages due for services rendered
- A 2 week written notice for resignation not due to graduation is expected from a student employee
- Student Employees are at will and serve at the discretion of the employing unit at IUP
- The supervisor or department head should give two weeks advance notice of termination. A student employee who is found in violation of university rules or policies or has engaged in misconduct may be terminated immediately without advanced notice.

Discrimination Complaints:

IUP does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, age, disability, age/or veteran status in its programs or activities in accordance with Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

Work-Related Injuries:

Should a student employee require emergency medical attention, University Police should be contacted by calling 724-357-2104 for assistance. Injuries of a non-emergency nature should be directed to the Student Health Center for treatment. If off-campus treatment is

deemed necessary following evaluation at the Student Health Center, injured student employees must be accompanied to the treating facility by their supervisor or other university staff member. All injuries must be reported to department managers or administrators as soon as it is practical to do so, but at least within 24 hours of the incident. Following notification, a University Accident/Injury Report should be filled out and submitted to the Office of Human Resources.

Sexual Harassment and Sexual Assault Policy:

IUP's sexual harassment and sexual assault policy and procedures seek to ensure an environment that is free from sexual harassment and sexual assault. Such conduct is costly in human terms and seriously undermines the atmosphere of trust and respect that is essential to work and study for all members of the academic community. All employees, students, and vendors are to comply with both the spirit and intent of federal and state laws and regulations that relate to sexual harassment and sexual assault. The coverage of this policy extends to all persons visiting the campus. The university will take action to prevent sexual harassment, including, if necessary, disciplining those individuals whose behavior violates university policy. Discipline may include, but is not limited to, oral or written warning, transfer, suspension, or dismissal. Harassment, exploitation, and intimidation have no place in an educational setting and will not be tolerated.

Drug-Free Workplace:

IUP is committed to the education and development of students, faculty, and staff regarding alcohol and other drug use. Any misuse or dependency on alcohol and other drugs has detrimental effects and concerns for the University community as well as our society at large. It is prohibited to manufacture, distribute, sell, dispense, possess, or use any controlled substance in the workplace, on campus, or in any facility owned, leased, or otherwise controlled by IUP. This includes, but is not limited to, University-related events, programs, or activities which occur on campus and off campus, under authority of the Board of Governors.