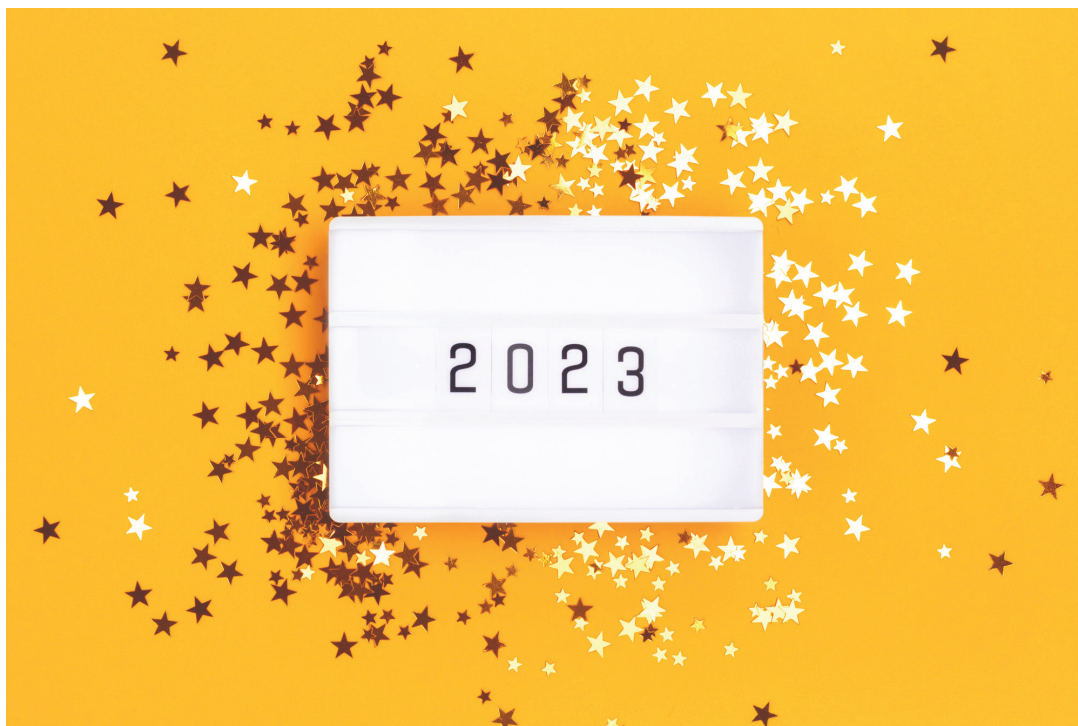


# THE SUPERVISOR SCOOP

January 2023 — March 2023



Happy 2023 and welcome to the first edition of our brand new **Supervisor Scoop** newsletter!

The WVU Hub and WVU Career Services are excited to provide centralized resources for supervisors working with both Federal Work-Study and regular student employment.

As we continue this partnership, please feel free to reach out with feedback and questions using the methods listed to the right. We appreciate all you do as a supervisor!

*Let's go.*<sup>™</sup>

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### March 11 - 19

Spring Recess,  
University Closed  
(Students may choose to work up to 40 hours per week)

## Contact Us

Federal Work-Study supervisors, please [contact the WVU Hub](#).

Regular student employment supervisors, please contact WVU Career Services by emailing [studentemployment@mail.wvu.edu](mailto:studentemployment@mail.wvu.edu).

# Updates & Reminders

## **NEW & IMPROVED HIRING PROCESS**

As of **February 1, 2023**, all WVU supervisors are **required** to post their regular student employment and Federal Work-Study job positions in Handshake. Supervisors **do not need a Handshake account**, but will instead use the new **[Student Employment Job Posting Request Form](#)** to submit a job posting request to Handshake. Once this form is received, the position will be posted in Handshake within two business days.

WVU Career Services and the WVU Hub are making these changes and increasing collaboration to ensure proper oversight for both regular student employment and Federal Work-Study positions.

This new process will allow WVU to comply with federal hiring guidelines, ensure that Federal Work-Study funds are being maximized, and improve the student employment process to address wage equity and fairness. Please learn more by reviewing the updated **[Student Employment Supervisor Handbook](#)**.



# 2023 Student Employee of the Year Nominations Open

We are now collecting nominations for West Virginia University's 2023 Student Employee of the Year! Please [use this online form](#) to nominate outstanding student employees from your team for the award. You must also attach a nomination letter for each student you wish to nominate — a template was sent to your MIX email and more details are available on the online form.

All nominations are due by **February 6**.

Undergraduate student employees from any West Virginia University campus may be nominated. Graduate and professional student employees from the Morgantown campus may also be nominated and will be put into the running for their own separate Graduate/Professional Student Employee of the Year award. Supervisors may submit nominations for more than one student employee.

One undergraduate finalist from each campus, our graduate/professional student winner, and each student's supervisors will be invited to a virtual ceremony where they will be celebrated and a grand prize undergraduate winner will be chosen. We will provide more information about the ceremony in the coming weeks.

## **NOMINATION LETTER TIPS**

- Check your email for a template we have provided in case you need help getting started, but remember to put your own personal spin on it.
- Outline how your nominee exhibits outstanding community service, leadership, diversity & inclusion, innovation & technology, and/or critical thinking when performing their student employment duties.
- Note how your workplace has improved since your nominee's arrival and outline any accomplishments they have achieved in their time with you.



## **SUPERVISOR RESOURCES AVAILABLE**

- [Federal Work-Study Home](#)
- [Hiring an FWS Student](#)
- [Managing an FWS Position](#)
- [FWS Supervisor Forms](#)
- [WVU Supervisor Assessment](#)
- [Student Employee Handbook](#)
- [WVU Career Services Home](#)
- [Student Employment](#)
- [Other Supervisor Resources](#)
- [Student Employee Evaluation Form](#)
- [Student & Other NBE New Hire Form](#)



## **RESOURCES FOR STUDENT SUCCESS**

- Ask your student employees to sign a [Student Employee Agreement](#). This is optional but will ensure your student knows their responsibilities.
- By mid-semester, complete a [Student Employee Evaluation Form](#) to provide valuable feedback to your student employees.
- Encourage your student workers to [use these templates](#) to build their resume and [meet with Career Services](#) to learn how the skills they're honing in their student position can prepare them for future success.
- Save the dates for the upcoming [Spring 2023 Career Fairs](#).

# PAY CYCLE SCHEDULE

Pay Cycle	Pay Day
<i>Jan. 1 - Jan. 14</i>	<i>Jan. 27</i>
<i>Jan. 15 - Jan. 28</i>	<i>Feb. 10</i>
<i>Jan. 29 - Feb. 11</i>	<i>Feb. 24</i>
<i>Feb. 12 - Feb. 25</i>	<i>March 10</i>
<i>Feb. 26 - March 11</i>	<i>March 24</i>
<i>March 12 - March 25</i>	<i>April 7</i>
<i>March 26 - April 11</i>	<i>April 24</i>



## SUBMIT A STUDENT SPOTLIGHT

If a student employee or team of student employees goes above and beyond this semester, consider [submitting them to be a student spotlight](#) in our newsletter. We're always excited to celebrate student employees doing outstanding work! Federal Work-Study employees and regular student employees may be featured.