

# THE SUPERVISOR SCOOP

September 2024 — December 2024



Welcome to fall, WVU! In this issue we greet the fall semester with an abundance of helpful tips and information to get your year off on the right foot. We hope you are as excited for the 2024-2025 academic year as we are.

Read on for our **Supervisor's Playbook**, supervisor reminders, important dates, and announcements all regarding the next several months.

Let's have a great semester for you and your student employees!

*Let's go.*<sup>TM</sup>

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## Contact Us

Questions or concerns? Federal Work-Study supervisors, please [contact the WVU Hub](#). Regular student employment supervisors, please email WVU Career Services at [studentemployment@mail.wvu.edu](mailto:studentemployment@mail.wvu.edu).

# A Supervisor's Playbook

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Often underappreciated, student employment holds transformative potential, shaping students into well-rounded individuals ready for future challenges. By crafting a strategic playbook, we can adopt a holistic approach to student development, enhancing the overall student experience, boosting retention rates, ensuring student success, and preparing students for their careers post-graduation.

To achieve this, consider these key strategies:

- **Align Skills with Career Goals:** Ensure that the skills student employees gain are in sync with the job description and their career aspirations. This alignment helps students see the value in their work and how it contributes to their future success.
- **Comprehensive Onboarding:** Develop a thorough onboarding and orientation process. This sets the stage for a positive and productive employment experience from the very beginning.
- **Clifton Strengths Assessment:** Encourage student employees to take the Clifton Strengths assessment through the Purpose Center. Understanding their strengths allows for personal growth and skill enhancement. As a supervisor, you can better assign tasks that play to their strengths.
- **Regular Feedback:** Implement regular performance feedback sessions. Constructive evaluations help students understand their strengths and identify areas for improvement, fostering continuous development.
- **Training and Mentorship Programs:** Establish effective training programs, mentorship opportunities, and skill-building workshops. These initiatives enhance the quality of the student employment experience and prepare students for their future careers.
- **Academic Integration:** Look for opportunities to integrate student employment experiences with the academic curriculum. This synergy can enrich both academic and professional learning.

# *A Supervisor's Playbook Cont.*

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- **Accessibility and Inclusivity:** Ensure that employment opportunities are accessible and inclusive, supporting students from diverse backgrounds.
- **Career Services:** Encourage student employees to utilize the Career Services Center for assistance with career and professional development.
- **Flexible Work Schedules:** Recognize the diverse needs and ambitions of student employees by offering flexible work schedules.

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## *Announcements*



### **HANDSHAKE POSITION EXPIRATION REQUEST FORM**

Do you have an active job listing you no longer wish to hire for? You can request that your position be expired from Handshake by submitting the [Handshake Position Expiration Request Form](#). This is open to both regular student employment and Federal Work-Study positions.

### **TRANSFERRING TO REGULAR STUDENT EMPLOYMENT**

For supervisors who need to transfer work-study student(s) to departmental funding after exhaustion of their work-study allocation, please notify Shared Services Time Collection with the following information: Student Name, Student Assignment Number, Current Student Position Title and Number, Hourly Rate of new position, Supervisor Name, Supervisor Email, and New Funding String. Please send [SSC-TimeCollection@mail.wvu.edu](mailto:SSC-TimeCollection@mail.wvu.edu) or for HSC students [HSCSharedServicesCenter@hsc.wvu.edu](mailto:HSCSharedServicesCenter@hsc.wvu.edu) the required information. For any questions, please contact the [Shared Services Center](#).

# Announcements Cont.

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## **MONITORING**

If you employ a Federal Work-Study employee, it is important that you monitor their earnings to ensure your student does not exceed their funding allotment. To assist with monitoring hours, supervisors should use the [Tracking Custom Salary Worksheet](#). For any earnings that exceed a work-study's award allocation, that becomes the responsibility of the hiring department or agency.

## **WEEKLY-HOURLY-REQUIREMENTS**

In general students cannot work more than 28 hours per week. However, there are a few exemptions to this requirement:

**Week of Thanksgiving** – November 24 - 30, 2024

- Students are permitted to work up to 40 hours during this week

**Winter Intersession**

- Continuing students not enrolled in a winter intersession course may work up to 40 hours per week during the break
- Continuing students that are enrolled cannot work more than the standard 28 hours per week

## **HOW-TO-RELEASE-STUDENTS**

If your FWS employee is requesting to be released from their job or must be released from their position for other reasons, the student employee's supervisor must submit the [Release Form](#).

**\*Please remember to contact Shared Services to terminate your student's assignment. This will remove the student from your reporting line and deactivate their ability to clock in and out.**

**\*If you have concerns that your student violated [Campus Student Conduct](#), please contact the Office of Student Rights and Responsibilities.**

# Announcements Cont.

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## **POSITION SPOTLIGHT REQUEST**

Hoping to garner more attention for one of your open student employment or Federal Work-Study positions? Let us help spotlight your listing to qualified students! Please submit a [Handshake Position Spotlight Request Form](#) — we will use the information you provide to directly email qualified students with the position title, description, and a direct link to your job posting for quick access to apply.

## *Important Dates*

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### **SEPTEMBER 15**

**JCPenney Suit-Up Event** — Morgantown Mall, **4 p.m. to 6 p.m.**

### **SEPTEMBER 18**

**STEM Career and Internship Fair** — Day 1: Civil Engineering, Agriculture, and Natural Resources, Student Recreation Center, **10 a.m. to 3 p.m.**

### **SEPTEMBER 19**

**STEM Career and Internship Fair** — Day 2: Engineering, Science, Technology, and Manufacturing, Student Recreation Center, **10 a.m. to 3 p.m.**

### **OCTOBER 2**

**Business and Communications Career and Internship Fair** — Mountainlair Ballrooms, **11 a.m. to 3 p.m.**

# *Important Dates Cont.*

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## **OCTOBER 3**

**Behavior and Social Sciences Career and Internship Fair** — Mountainlair Ballrooms, **11 a.m. to 3 p.m.**

## **OCTOBER 11**

**Fall Break** — University Closed

## **NOVEMBER 1**

**Dental Career Fair** — Health Sciences Center North, **3:30 p.m. to 5:30 p.m.**

## **NOVEMBER 5**

**General Election Day** — University Closed

## **NOVEMBER 23 - DECEMBER 1**

**Fall Recess**

## **DECEMBER 12**

**Last Day of Classes**

## **DECEMBER 20**

**Last Day of Fall 2024 Semester** — Please note that the last day Fall graduates and those not enrolled for Spring 2025 can work is **Friday, December 20, 2024**, the final day of the Fall semester. Only students continuing their enrollment are eligible to work beyond this date.

## **DECEMBER 21**

**Winter Recess Begins**



# Supervisor Reminder



## **ON-CAMPUS JOB POSTING REQUEST PROCESS**

Supervisors/hiring managers are reminded to use the [Student Employment Job Posting Request Form](#) to request a job posting to Handshake. Supervisors or hiring managers are then added as a contact to the job posting to receive applications via email. Please note, you are not able to log in to Handshake as an employer or administrator. This process allows you to receive the applications without the hassle of navigating Handshake.

Once your job posting request has been submitted, the job is posted in Handshake within 2 business days. You will receive a confirmation email to include the Job Title and Job ID number. As students apply, supervisors or hiring managers will receive application emails with the subject like “You have a new applicant.” To view the application, click on the “PDF of applicant package” link and check your recent downloads for the resume and work availability documents. Supervisors or hiring managers are responsible for monitoring and managing incoming student applications.

### **Download applicant details**

 ZIP of applicant package

 PDF of applicant package



# PAY CYCLE SCHEDULE

Pay Cycle	Pay Day
<i>August 11 - August 24</i>	<i>September 6</i>
<i>August 25 - September 7</i>	<i>September 20</i>
<i>September 8 - September 21</i>	<i>October 4</i>
<i>September 22 - October 5</i>	<i>October 18</i>
<i>October 6 - October 19</i>	<i>November 1</i>
<i>October 20 - November 2</i>	<i>November 15</i>
<i>November 3 - November 16</i>	<i>November 29</i>
<i>November 17 - November 30</i>	<i>December 13</i>
<i>December 1 - December 14</i>	<i>December 27</i>

## **SUPERVISOR RESOURCES AVAILABLE**

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