

# CAREERS START HERE

STUDENT EMPLOYMENT NEWSLETTER

## August Edition

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## Timely Reminders

### On-Campus Job Fair – [Register Today!](#)

- Do you need student employees for the fall? Market your jobs and department at the On-Campus Job Fair!
- Registration is free but the deadline is quickly approaching – **August 8, 2022**



Recruit student employees for the fall semester or just market your office as a future place of employment and build your pipeline for future talent needs that are bound to pop up!

**August 17, 2022**

1:30 – 3:30 pm

Student Union Ballroom

FREE!

**Register today on Handshake**

**Fall Start Dates:** The start date for new students, on departmental funds, for fall is August 8th and the start date for Work Study and President's Aid is August 15th. The effective date in Workday should always be on the previous Saturday to prevent Payroll issues.

**Continuing Work Study and President's Student Aid:** For continuing Work Study and President's Student Aid students you will need to process a Job Change/Job Continuation to change the compensation end date to 5/19/23 for them to be paid. The effective date should be 8/13/22.

## **Student Employment News**

### **Submitting a Student Employment Appeal:**

- **Requesting a GPA Appeal:** Per [PS33](#), students with a cumulative GPA below a 2.0 or students on academic probation are not eligible for student employment unless an appeal has been granted. You can submit an appeal using the [Online Appeal Form](#).
- **Requesting to work more than 20 hours Appeal:** Per PS33, student employees are not allowed to work more than 20 hours per week during the fall and spring semesters. You can submit an appeal for a student to work up to 25 hours per week with justification using the [Online Appeal Form](#).

### **Country for New Student Hires:**

When adding a new hire in workday, under Legal Name Information Tab - the Country should always be United States. When another country is entered, it can cause an error with Payroll and integrations.

## **Tip of the Month**

**Interviewing Candidates:** Do you have a process prepared to narrow down the candidates for your vacant position and make a selection? Once candidates turn in an application and resume, what are your next steps?

Suggestions for next steps:

- To assist with narrowing down a large candidate pool, consider emailing candidates a set of questions, an interest form, or even an “are you still interested” form
- Invite your top candidates to an interview via zoom or in-person
- When meeting with candidates, go over the expectations for the position, office policies, and general information about the department to ensure candidates understand the job expectations and assist them in determining if the job is a good fit
- Make a list of the job requirements to use when developing interview questions or for discussion with the candidate
- Decide on questions to ask during the interview that are relevant to the job and not personal in nature

Remember that finding an on-campus job should mirror the experience students will have after college searching for full-time employment. An interview and selection process can help set the expectations and help you choose the best fit for your department and position!

## **For Your Students**

**! I-9 Documentation:** As you are preparing to welcome your new student employees to your office, don't forget about I-9 documentation. Before your student leaves home, remind them to bring their I-9 documentation with them!

- [Sample email you could send for onboarding](#)
- [List of I-9 acceptable documents](#)

Per PS-33, “The student employee must complete Section 1 of Form I-9 by their first day of work. The employing department must complete Section 2 of Form I-9 by the end of the third business day after employment commences, even if the employee is not scheduled to work for some or all of that period.”

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