

PREPARING FOR FALL SUCCESS

EMPLOYING DEPARTMENT NEWSLETTER

June Edition

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Timely Reminders

Terminations: Student employees who have previously graduated or will not be returning to work for your office should be terminated immediately in Workday. Please take the time to audit your supervisory orgs before July 1 to ensure accuracy.

Hiring for Fall: We recommend that you post open positions in Handshake by June 15 to ensure you reach the maximum number of jobseekers over the summer. [View steps for posting and hiring employees](#) and [tips for onboarding new employees](#).

On Campus Jobs Fair: The On Campus Jobs Fair will be held Tuesday, August 17 from 1:30–3:30 p.m. on the PMAC Concourse. Registration will open in Handshake by June 15! We will send a notice out to this listserv once registration is open.

Summer Work Regulations: Per [PS-33](#), students may work up to 40 hours per week when school is not in session. If **not enrolled in summer school**, student employees may work 40 hours per week if they were enrolled half-time in the previous spring semester AND are enrolled half-time for the upcoming fall semester. [View more FAQs on this topic](#).

Tip of the Month

Writing Job Postings: A strong job posting is critical for attracting applicants. Perhaps you've been using the same basic job description for years? Maybe you're starting from scratch? Either way, investing time in crafting a detailed job posting fosters inclusion and access, sets clear expectations for job seekers, and is the foundation for the employment relationship. Here are a few quick tips:

- Make the job title specific but concise, giving context to the work the student will do.
- Include an objective sentence that gives a brief overview of the position and how it fits in with the broader goals of the office.
- Job duties, preferably in bullet-point format, should describe tasks with some detail so the student knows what to expect. Think about both the technical and soft skills that may need to be deployed.
- Increase the diversity of your applicant pool and inclusiveness of your hiring process by including a note that you are willing to provide training. Many students have great potential, and the availability of training can encourage them to take the next step to apply.

- A brief description of benefits should include the learning outcomes, competencies developed through their work, and a work schedule that can be coordinated around their academic commitments.
- include any required qualifications or conditions of employment.

New in Student Employment

New Student Import on June 15: All incoming students who have paid an enrollment deposit will be imported into Handshake on June 15 and will begin applying for jobs.

For Your Students

Self-paced Career Development Modules for Student Employees

If you have slow times in your office for student employees over the summer, or if you're looking for ways to support their professional development, consider having student employees use scheduled work hours to complete any of these self-paced, fillable workbooks:

- [Download Module 1: Research Careers](#) - Students take free assessments to understand their interests, values, and personality as they relate to potential careers. Students dive deeper into those potential careers to determine a short-list of careers that could be a good fit for them.
- [Download Module 2: Market Yourself](#)- Students take inventory of the skills they currently have, identify the specific situations in which they developed those skills, and are coached through building a résumé using this information.
- [Download Module 3: Plan for the Future](#)- Students identify specific skills required for their careers of interest and set goals to develop those skills through a variety of experiences including student organizations, volunteer opportunities, academics, student employment, and internships.

Past newsletters are archived on our [website](#) for your convenience!