

CAREERS START HERE

STUDENT EMPLOYEE NEWSLETTER

October Edition

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Timely Reminders

Creating Requisitions: When creating a requisition for a position, always choose Posting Not Required for the Recruiting Instructions. Never choose Post to Waiver Site.

Mandatory Trainings: On Oct. 1, the university rolled out a new Power-Based Violence Prevention & Response Training. This replaces the former Preventing Sexual Misconduct Training for LSU Employees and must be completed by Dec. 31, 2021. This course is one of the three [mandatory trainings](#) that LSU requires each employee complete by Dec. 31 (the other two trainings are the Louisiana Code of Governmental Ethics training and the Digital Resource and Content Accessibility training).

Please remind your students that if they already have completed the Preventing Sexual Misconduct Training for 2021 and have their certificate, they do not need to take this course, but they must complete the Mandatory Reporting mini-course which presents current information about employee legal responsibilities.

Mentors Needed for First-Gen Career Mentor Program: Were you the #FirstToRoar? Register today for the LSU Olinde Career Center's [First-Gen Career Mentor Program](#)! If you're a first-gen alumni, you have the opportunity to mentor current first-gen students trying to navigate college and careers. You can share your career journey and advice to support these students in their future career paths.

FIRST-GEN
CAREER MENTOR PROGRAM

- **Program Eligibility:**
 - First-generation alumni
 - Preference to LSU alumni, however open to all

- **Application Process:**
 - Application Deadline: Friday, October 29, 2021
 - Must submit the [Mentor Application](#) to be considered
 - Selections will be notified via email by Wednesday, November 10, 2021
- **Expectations & Time Commitments**
 - 1-2 hours per month meeting with mentee
 - [Attending monthly workshops](#)

Not a first-gen alumni? Share this with your first-gen friends who you know would make a difference in a student's life. Contact the LSU Olinde Career Center for questions at career@lsu.edu or visit lsu.edu/career.

New in Student Employment

SEP Round Tables: We are offering our first ever SEP Round Table meeting coming up next month! We will have two opportunities, one in person and one via Zoom. This is an opportunity for us to come together to answer your questions, listen to your feedback, and find out what topics surrounding student employment you want to know more about!

- In person: Monday, November 1st, 9 – 10:30 a.m. in the Olinde Career Classroom (Union 256J)
- Zoom: Tuesday, November 2nd, 2:00 – 3:30 p.m.
 - <https://lsu.zoom.us/j/96933897019>
 - (include calendar attachment)

Updated Appeals Form: The online [Appeals Form](#) has been updated to include fields for both requesting students be allowed to work 25 hours as well as the academic appeals request for students to be allowed to work while below a 2.0 GPA or while on academic probation. All appeals request should be submitted through this online form (for both graduate and undergraduate students).

Student Employee Professional Development Program

October Topic – Customer Service and Professionalism: As we announced last month, we are excited to offer the Student Employee Professional Development Program! The September and October modules are now live! Our hope is each student employee will be given the opportunity to work through these modules as part of their assigned duties. If they are not able to complete the modules during their assigned shift, you may consider approving up to 2 hours of remote work for students to work through the modules from home. See our website for [Remote Work Considerations](#) and the [Remote Work Weekly Report and Reflection Form](#). We will be emailing student employees about the program this week and encouraging them to connect with their supervisors about opportunities to engage with the program.

Each month a new module will post in Moodle and we will highlight talking points in the SEP Newsletter on ways you can engage with your students about these topics:

October Talking Points:

- What are the customer service expectations of your office?

- Do your student employees know how to effectively put customers on hold and/or transfer phone calls?
- What authority do student employees have with decision making that may arise from customer needs/concerns?

Tips of the Month

Performance Evaluation Planning: Performance evaluations are an essential component to student learning on the job. This allows for a structured way for students to grow professionally and to mimic the world of work beyond their university job. With seven weeks left before finals, Now is the time to start planning for what this process will look like for your student employees:

- Create or update your evaluation template.
- Concerned about an employee's performance? Now is the time to have a developmental conversation so they have time to improve their performance before their evaluation.
- Schedule evaluations in advance so that the employee knows when it is happening. Usually, 1-2 weeks' notice is recommended.
- Check out our website for [resources and templates](#)

For Your Students

2022 – 23 FAFSA Form Available: The 2022 – 23 FAFSA application became available October 1st. Students must complete the [Free Application for Federal Student Aid](#) (FAFSA) for each academic year they would like to receive aid. To increase their chances of being considered for programs with limited funds (such as Federal Work Study), encourage your student employees to complete the FAFSA as soon as possible.

First-Gen Career Mentor Program Deadline October 29th: As mentioned above, the deadline for participating in the First-Gen Career Mentor Program is October 29th. See below for an email you can send to your students encouraging them to participate!

Dear Student,

Are you #FirstToRoar? Register today for the LSU Olinde Career Center's [First-Gen Career Mentor Program](#)!

If you're a first-gen student, this program can connect you with a mentor who has been where you are. They can share their career journey and advice to support you in your own career path.

- **Program Eligibility:**
 - First-generation LSU student
 - All undergraduate students
 - Currently enrolled and in good standing with the university
- **Application Process:**
 - Application Deadline: Friday, October 29, 2021
 - Must submit the [Student Mentee Application](#) to be considered
 - Selections will be notified via email by Wednesday, November 10, 2021

- **Expectations & Time Commitments**
 - 1-2 hours per month meeting with mentor
 - [Attending monthly workshops](#)

Not a first-gen student? Share this with your first-gen friends at LSU who you know would benefit from this program.

Contact the LSU Olinde Career Center for questions at career@lsu.edu or visit lsu.edu/career.

Hurricane Ida Support

We know many of our students are still working through the impact caused by Hurricane Ida. If you have not previously done so, now is the time to check in to see how they are doing and remind them of the below support available through campus:

- Financial Assistance: [LSU Cares](#) and the [Student Emergency Support Fund](#)
- Food Insecurity: [LSU Food Pantry](#)
- Health and Wellbeing Support: [Student Health Center](#) and [Mental Health Service](#)
- Making Up Missed Hours: While students are only allowed to work up to 20 hours during the academic year, we understand many of our students may request to make up the hours missed while campus was closed last week. Supervisors may request an exemption for up to 25 hours per week through this [online appeals form](#). Student employees should not begin working the extra hours until an exemption is granted by the Student Employment Office.

Past newsletters are archived on the [Student Employment Office website](#) for your convenience!