



March 2007

STUDENT EMPLOYEE OF THE YEAR

We had an incredible pool of nominations for Student Employee of the Year. It was a difficult decision, and in reading the nominations, we are reminded that our university could not function without our student employees. Our second place winner this year is Nicole Drobeck, who works for the Architecture and Planning Department. Our first place award goes to Lauren Gunderson, who works for the Colorado Space Grant. All nominees will be invited to attend a luncheon with Chancellor Ron Stump on April 10th. Thanks to all who nominated their student employees this year! It is a great way to acknowledge all of their hard work. Congrats to all!

PAY PERIOD END DATES

Pay Period Dates	Time Collection	Pay Date
Mar. 11 – Mar. 24	Mar. 27	Apr. 6
Mar. 25 – Apr. 7	Apr. 10	Apr. 20
Apr. 8 – Apr. 21	Apr. 24	May 4

STUDENT EMPLOYEE EVALUATIONS

Although student evaluations are not required, we strongly encourage you to provide your student employees with a formal or informal evaluation at least once a year. The evaluation process can produce improvement in students' job performances and establish open lines of communication between you and your student employees. You may even find that they have helpful feedback for you! You can use a form that your agency has designed or go to the link below for a copy of an evaluation form:

<http://www.colorado.edu/studentemployment/offcampusforms.html>

SUMMER EMPLOYMENT DATES

Summer will be here before we know it! Student Employment dates for summer 2007 are 5/06/07-8/11/07. Many students will be looking for summer employment after Spring Break, so we recommend that you post your job mid to late March.

SUMMER WORK-STUDY – THE APPLICATION IS OPEN!!

This is yet another reminder to have your students apply for summer work-study as soon as possible! Our funds are limited so encourage them to apply today. Even if your students are not sure of their summer plans, have them apply through CUConnect.

It's also not too early to submit an increase request for summer. If your students have already been awarded, you can request an increase from our web site <http://www.colorado.edu/studentemployment/oncamp.html>. We will not be making decisions until April but they will be considered on a first-come-first-served basis.

COMMUNITY SERVICE JOB DESCRIPTION FORMS

Each year, the Federal government requires the University to provide documentation of community service work-study positions. If your agency hired any new students this academic year, you will need to submit the 'Community Service Job Description Form' to our office. You only need to submit this form once for each new student employee. The form is located on our website at:

<http://www.colorado.edu/studentemployment/offcampus/forms/ocwsjobs.pdf>

STUDENT EMPLOYMENT

**UMC Room 100
303-492-7349
stdemp@colorado.edu**

SUPERVISING TIP OF THE MONTH!

Talk to your returning student employees now about their fall schedules. That way, if you need to hire someone to cover different shifts, your current student employees can train the new ones during the summer!