



# Student Employment Newsletter

August 2009

## INFORMING STUDENTS OF HIRING DECISIONS

As the new school year begins, our office will be inundated with students looking for jobs. Every year many students inform us that they applied and/or interviewed for work-study positions but never received a response from the agency. Once you have offered the position to a student and they have accepted your offer, please notify the other applicants that your position(s) have been filled. This will help reduce student frustrations when they are searching for employment opportunities. If your job is posted with the Student Employment Office, please contact us to remove it from our job website. Our office will remove your posting from within 24 hours of your request.

### TIP !!

**Lead by example.** If you expect your students to be at work ten minutes earlier than they are scheduled, then you should be there fifteen minutes early! Show them the work ethic that you would like to see

## NEW STUDENT EMPLOYEE PAPERWORK

When you hire a new student employee and send him/her to our office to fill out the appropriate paperwork, please make sure that he/she brings:

1. a voided check stub for Direct Deposit,
2. his/her original social security card for the Personal Data Sheet,
3. either a driver's license or U.S. Passport for the I-9.

**We cannot accept copies of these documents when completing the payroll setup.** If the student needs to request a duplicate social security card, he/she can go to the Social Security Administration Office on Pearl Street. All new student employees need to fill out the appropriate paperwork *before* they can begin working for your agency. They cannot begin working with your agency without a work-study eligibility form on file at your agency.



## Supervising Tips of the Month!

*Prepare for your student employee interviews by developing a job description, identifying essential functions of the job, identifying skills necessary to perform the job, and developing questions to determine the students' skills. Cultivate a communicative environment before hiring employees.*

## LOOKING FOR TEMPORARY HELP?

If you need help moving, doing yard work, typing a paper, etc., call our office for a referral. We will take your job posting information and email students who are interested in temporary jobs. You can also submit the job posting for temporary help on-line at:

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

The categories we offer are: Clerical/Computer, General Labor, Miscellaneous and Childcare. Students will contact you directly. This is a free service to employers.



## IMPORTANT DATES TO REMEMBER

**August 9, 2009– May 1, 2010:**

2009-10 Academic Year Employment Begin/End Dates

**August 8, 2009:**

Last working day of the summer term.

**August 9, 2009:**

First working day of the academic term.

**October 1, 2009:**

Must start earning work-study or contact our office by 10/1/09 or work-study will be cancelled.

## PERIOD END DATES

Pay Period Dates	Time Collection	Pay Date
July 12—July 25	July 28	August 7
July 26—Aug. 08	Aug. 11	Aug. 21
Aug. 09—Aug. 22	Aug. 25	Sept. 04
Aug. 23—Sept. 5	Sept. 8	Sept. 18

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