

RECOMMENDATIONS

for HIRING STUDENT EMPLOYEES

- STaRS program



DO:

- ✓ CHECK OUT THE WUSTL [ACADEMIC CALENDAR](#) (and mark up your Outlook calendar to reflect all the important dates for your student workers: breaks, exams and reading week, midterms, major campus events like WILD and Thurtene, move-in etc.)
- ✓ GIVE STUDENT EMPLOYEES MEANINGFUL AND CHALLENGING WORK
- ✓ OUTLINE (in person and via email) FIRST-DAY-OF-WORK EXPECTATIONS:
 - COMMUNICATION (...must reply to all email? ...expected reply time – 1 business day? ...what method works best for student employee? – email, text...)
 - ATTIRE (business casual? no flip flops? no tiny clothing... etc.)
 - SHIFTS/SCHEDULE (must notify supervisor or others X amount of time in advance to report not being able to make a shift | student employee responsible for finding another student employee to fill the shift... etc.)
 - LUNCH BREAKS/EATING AT WORK (must clock out to take a 30 min break for every 6 hours worked – this is required by HRMS, eating during a shift is/is not allowed?)
 - RESPONSIBILITIES & REPERCUSSIONS (STS model: 3 strikes/semester – 1st verbal, 2nd written, 3rd term)
- ✓ EXPLAIN HOW THE ORGANIZATION WORKS AND WHO'S WHO
- ✓ SCHEDULE REGULAR STATUS MEETINGS
- ✓ ASK FOR AND BE OPEN TO INPUT/NEW IDEAS
- ✓ SCHEDULE PERFORMANCE REVIEWS (every semester) AND AWARD MERIT-BASED RAISES EACH SEMESTER/YEAR
- ✓ ASK STUDENT EMPLOYEES TO RECOMMEND THEIR REPLACEMENT AND TRAIN THEM
- ✓ KNOW STUDENT EMPLOYEES WORK, ON AVERAGE, 7-10 HOURS/WEEK (MAX OF 20HRS/WEEK ALLOWED DURING THE SEMESTER, CAN WORK UP TO 40 DURING BREAKS)

DON'T:

- HIRE A STUDENT FOR A JOB THAT IS BEST SUITABLE FOR A SPECIALIZED CONTRACTOR
- PLAN ON HIRING SUMMER STUDENTS IN APRIL (they start planning summer internships in late fall)
- OVERLOOK THE STUDENT'S MAIN REASON TO BE AT THE UNIVERSITY (this job might not even be their 2nd or 3rd priority, but it is a job and should be treated as such)
- EXPECT STUDENT EMPLOYEES TO KNOW SHAREPOINT
- EXPECT STUDENT EMPLOYEES TO WORK 20 HRS/WEEK
- BE SURPRISED IF SHARED SERVICED HR ONBOARDING TAKES MORE THAN 5 BUSINESS DAYS (especially for international students who need to apply for and obtain a SSN before beginning to work)
- SUCCUMB TO UNCONSCIOUS BIAS/STEREOTYPES
- FORGET THIS IS PROBABLY ONE OF THEIR FIRST "REAL" JOBS
- ASSUME THEY ARE ANYTHING LIKE YOU WERE AT THAT AGE
- FORGET TO BE A MENTOR AND TEACH THEM WHAT IT TAKES TO BE SUCCESSFUL PROFESSIONALS POST WASHU