Supervisor Handbook

UNIVERSITY *of*
DAYTON
Career Services

STUDENT EMPLOYMENT

Alumni House

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Section 1 – Overview of Student Employment
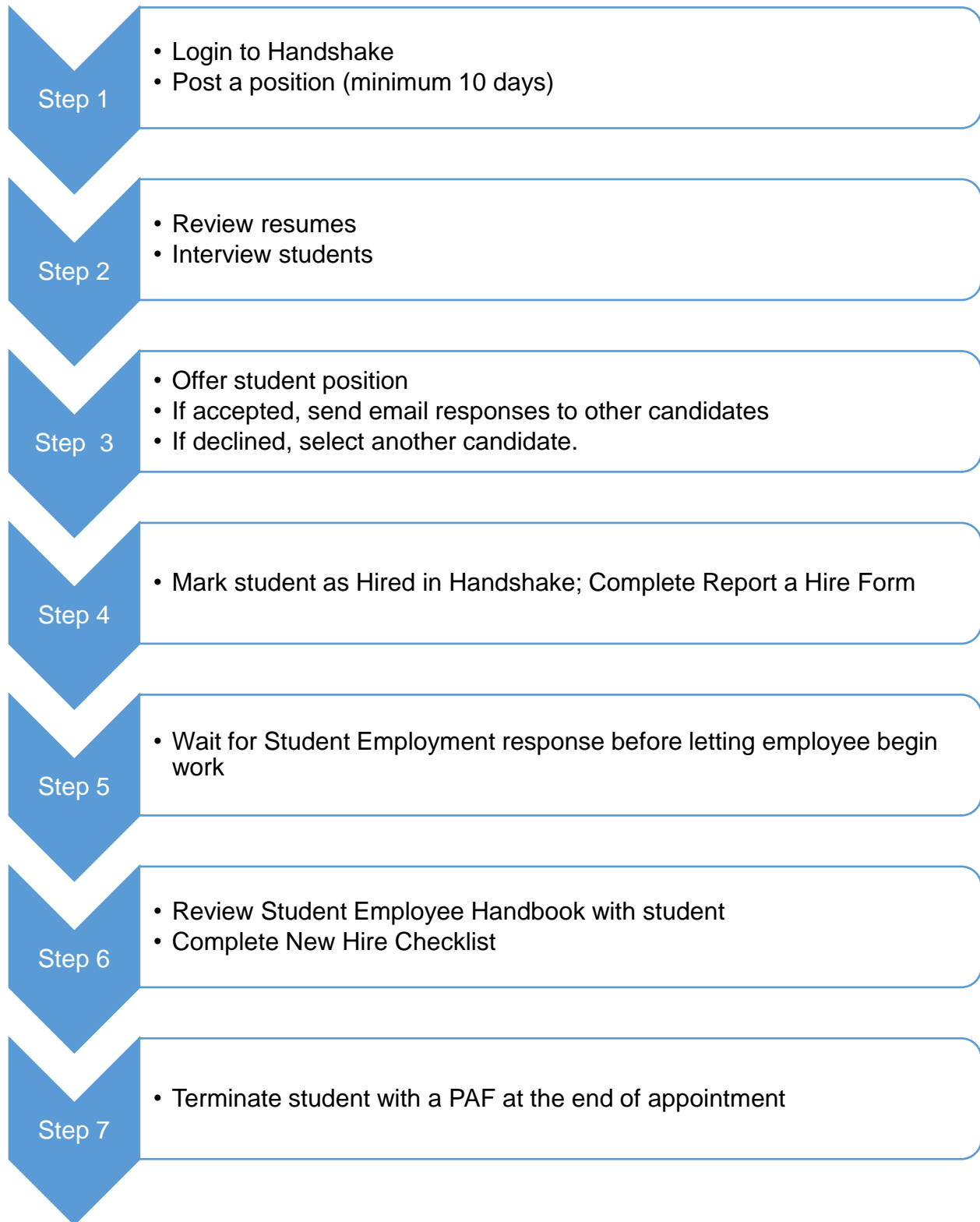
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Student Employment Transition

As of July 1, 2014, Student Employment became a part of the Career Services team. This transition was initiated to enhance the Student Employment Office with more resources to better serve departments and students. Career Services offers students resources that range from resume reviews to one-on-one meetings with career advisors to helping students and alumni find internships, co-op jobs and careers after graduation among many other services. The system used by Career Services to help students find employment outside of the University is the same one we will now be using to post on-campus department positions. Though every student has a Handshake account created for them when they enroll at UD, some students do not utilize the system until later in their college journey. Using Handshake to post on-campus positions and having students apply through Handshake, will acquaint students with the system earlier. One of the bonuses for you as the department hiring manager is that this system is only used by UD students and no outside student may apply for on-campus employment.

Goals of Student Employment

Student Employment strives to deliver quality customer service to students and hiring supervisors on and off-campus. Our goal is to streamline processes for departments in order to make it as efficient as possible while remaining compliant with all employment laws and regulations. Our goal is to provide students with positions that not only provide financial assistance but also provide opportunities for them to gain career related skills that will help prepare them for their future professions.

Flow Chart to Hire a Student

Step 1
- Login to Handshake
- Post a position (minimum 10 days)

Step 2
- Review resumes
- Interview students

Step 3
- Offer student position
- If accepted, send email responses to other candidates
- If declined, select another candidate.

Step 4
- Mark student as Hired in Handshake; Complete Report a Hire Form

Step 5
- Wait for Student Employment response before letting employee begin work

Step 6
- Review Student Employee Handbook with student
- Complete New Hire Checklist

Step 7
- Terminate student with a PAF at the end of appointment

When is a Student Considered a UD Student

For Student Employment hiring purposes, an undergraduate student must be enrolled for at least 6 credit hours and a graduate student must be enrolled for at least 3 credit hours. However, students that are on summer break do not need to be enrolled in classes to continue to work during the summer as long as they intend to enroll for fall. Also it is important to note that incoming freshman must be hired through Student Employment. This can be done as soon as the student graduates from high school as long as they have been accepted to the University and have deposited with the Office of Student Accounts.   Upon graduation, all students who wish to continue employment must be hired by Human Resources.

Equal Employment Opportunity

In accordance with its Catholic and Marianist mission, the University reaffirms its commitment to providing equal employment opportunities. The University's Equal Employment Opportunity Policy is available to read in Section 6 – Appendix of this manual. In order to allow all candidates the opportunity to apply for posted positions, all positions must be posted for a minimum of 10 days. Under special circumstances, this minimum may be waived by Student Employment.

One-Time Check vs. Job

If you are hiring a student to work a single event or a day, then a one-time check is appropriate to pay the student as long as all New Hire paperwork has been completed PRIOR to the start of the event. However, if the event is more than one day, then the event is considered a job and therefore must be posted and the student MUST be paid by the appropriate timekeeping system on an hourly basis. Please plan accordingly if you have events that require staffing for more than one day.

Student Paperwork

Students can begin working once all paperwork is completed or on file with Student Employment. If your student has never worked on campus, they MUST complete new hire paperwork before beginning any work. Required documents are slightly different depending on the student.

All Students must:

- Complete a Form I-9 before beginning any work including one –time only checks. The student will receive a link to complete Section 1 of Form I-9 online. Before the first day of work for pay, the student must appear in the Student Employment office to complete the process. Section 2 requires the student to bring original documentation to confirm their employment eligibility. The entire process *must* be completed on or before the first day of work. The list of acceptable documents is listed in Section 6 – Appendix of this manual. **Original documents are required by Federal Law.**

- Complete a Federal Tax Withholding Form: W-4

- Complete a State of Ohio Tax Withholding Form: IT-4

- Complete a Direct Deposit Form

- Complete an Emergency Contact Form

In addition, Research Students must also:

- Complete a Computer Usage Policy Acceptance Form

- Complete an Intellectual Property Rights Agreement

Copies of all forms are located in Section 6 – Appendix of this manual.

International Students:

In addition, International Students must apply for a Social Security Card before completing New Hire Paperwork. They will be directed to the Center for International Programs to receive Instructions. A copy of the Instructions are provided in Section 6 – Appendix of this manual.

Importance of the I-9 Form

The Form I-9 is required by the federal government to verify the eligibility of employees to work in the United States. As a federal contractor, the University is also required to participate in the E-Verify program. The University must:

- Verify the identity and employment authorization of each person hired after Nov. 6, 1986.

- Complete and retain a Form I-9 for each employee required to complete the form.

The University must not:

- Discriminate against individuals on the basis of national origin, citizenship, or immigration status.

- Request more or different documents than are required to verify employment eligibility, reject reasonably genuine-looking documents, or specify certain documents over others.

- Request more or different documents than are required to verify employment eligibility, reject reasonably genuine-looking documents, or specify certain documents over others.

- Hire, recruit for a fee, or refer for a fee aliens he or she knows to be unauthorized to work in the United States.

If the University is found to have violated the law, UD may be subject to:

- civil fines

- criminal penalties (when there is a pattern or practice of violations)

- debarment from government contracts

- a court order requiring the payment of back pay to the individual discriminated against

- a court order requiring the employer to hire the individual discriminated against

Please ensure your new student hire has completed the Form I-9 BEFORE their first day of work for pay so that the University is not found to be in violation of the law. Violations not only cost money but can lead to the possible revocation of federal contracts.

In order to streamline the I-9 and E-Verify process, the University uses the Equifax on-line system to complete and store the Form I-9. New employees who have not previously completed a paper form will be sent a link to complete the first section of the I-9. The student will still be required to appear in person to Student Employment to present required documentation to finish the process on or before their first day of work for pay.

Student Working Hours

Students may work 20 hours or less per week during the fall and spring semesters (all jobs combined). A work week begins at 12:00 am on Monday and ends at 11:59 pm on Sunday. During the summer semester and breaks that are at least a week or longer, student hours will be limited to 35 hours during a work week.

We realize that some departments on campus work 40 hours a week; however students working in these areas will be limited to 35 hours as well. We also recognize that there may be a business need, such as grants, that would require a student to work over 35 hours a week during week-long breaks and the summer semester. In these special cases, prior authorization will need to be obtained from Student Employment.

Students who work during the summer semester and take 12 credit hours or more as an undergraduate student or 6 credit hours or more as a graduate student during any of the summer sessions will be limited to 20 hours a week during the session in which they are enrolled.   Students who work during the summer semester must intend to register for fall classes or finishing up degree requirements in order to work through Student Employment.

Students of the university working through the Engineering Co-op Program for the University are not subject to the hours per week limitation.

Timekeeping

Once the student has completed all paperwork they will be set up in Banner so that they can report their time in either Porches, Deltek or Kronos. Timesheet queue numbers are required to set up the employee for Porches time entry. If you do not have a queue, please contact Student Employment so that one can be created for you. If you work for a department that uses Kronos, the student should have access to their Kronos account after 11:30 a.m. the day after the student is set up in Banner. Students who are working for the Research Institute or charging a Research account will be set up in Deltek by the UDRI payroll department. The student will be notified by them once their account is ready.

Termination of Assignment

Once your student has completed their employment with your department, it is essential to send a termination PAF to Student Employment. Please indicate on the PAF the position # for which you are terminating. This will help us to ensure the correct position is terminated. Please terminate as soon as possible so that the student does not continue to receive timesheets through Porches.
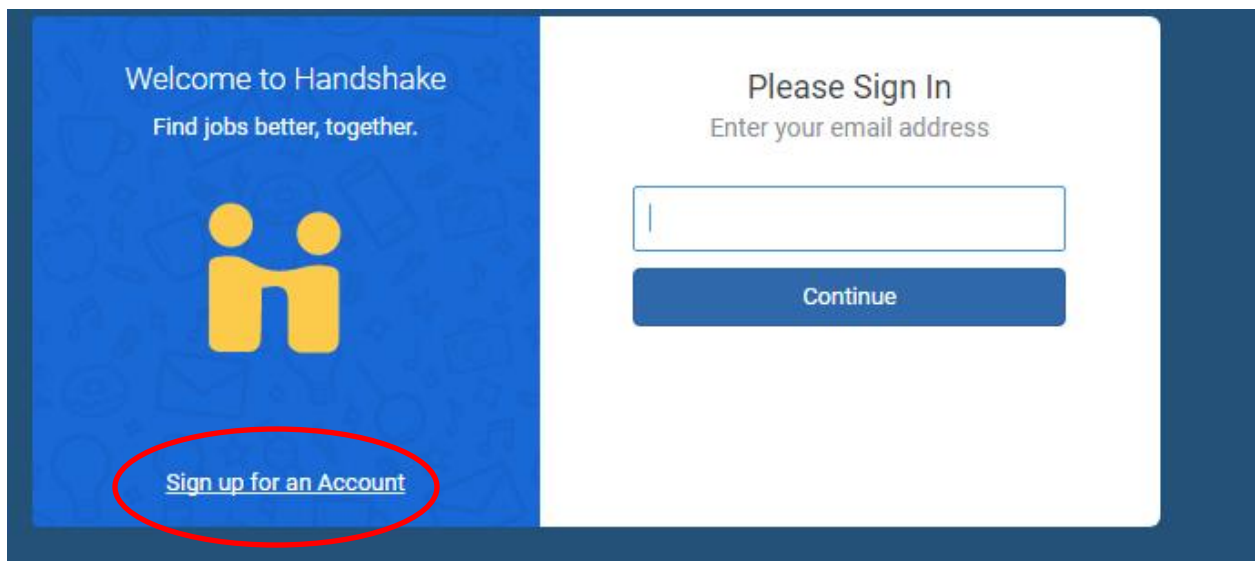
Section 2 – Handshake

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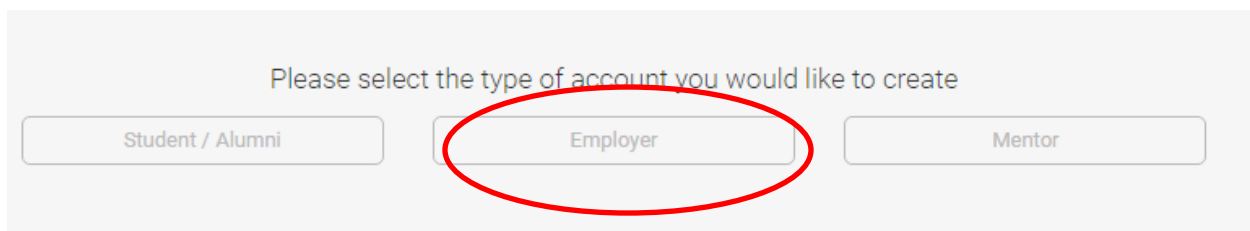**If your department has never used Handshake to post student positions, please contact Student Employment at 93251**

If you already have an account in Handshake, please skip to Posting a Position.

Creating an Account

1. Go to app.joinhandshake.com
2. Click on Sign up for an Account

3. Select Employer Account at next prompt

4. Fill out all requested information and click Sign Up
5. Select from the list the types of students you want to hire. This is required. You do not need to complete the Alma Mater section. Click Next: Employer Guidelines.

6. Click No to the 3rd Party Recruiter question. Then click Next: Confirm Email.

7. After you receive the message below, check your email for a Confirmation.

8. Once you receive your email confirmation, click on Confirm Email. You may need to check your spam.
9. Once you confirm your email, you will search for your employer. (You may need to refresh your screen.) If your department is not listed, you will need to email Stefanie at srich1@udayton.edu. If your department is listed, click on Request to Join at the top of the screen.

10. Next, you will Connect to the University of Dayton by typing in University of Dayton in the box and clicking Search.

11. Once the University of Dayton appears, click on the + sign to add. Click Next: Finish.

Posting a Position

Log into Handshake at udayton.joinhandshake.com. Click on the UDayton Alumni & On-Campus Employer Login. You can either create a new job or duplicate a current job.

To Create a New Job

1. Click on Post a Job.
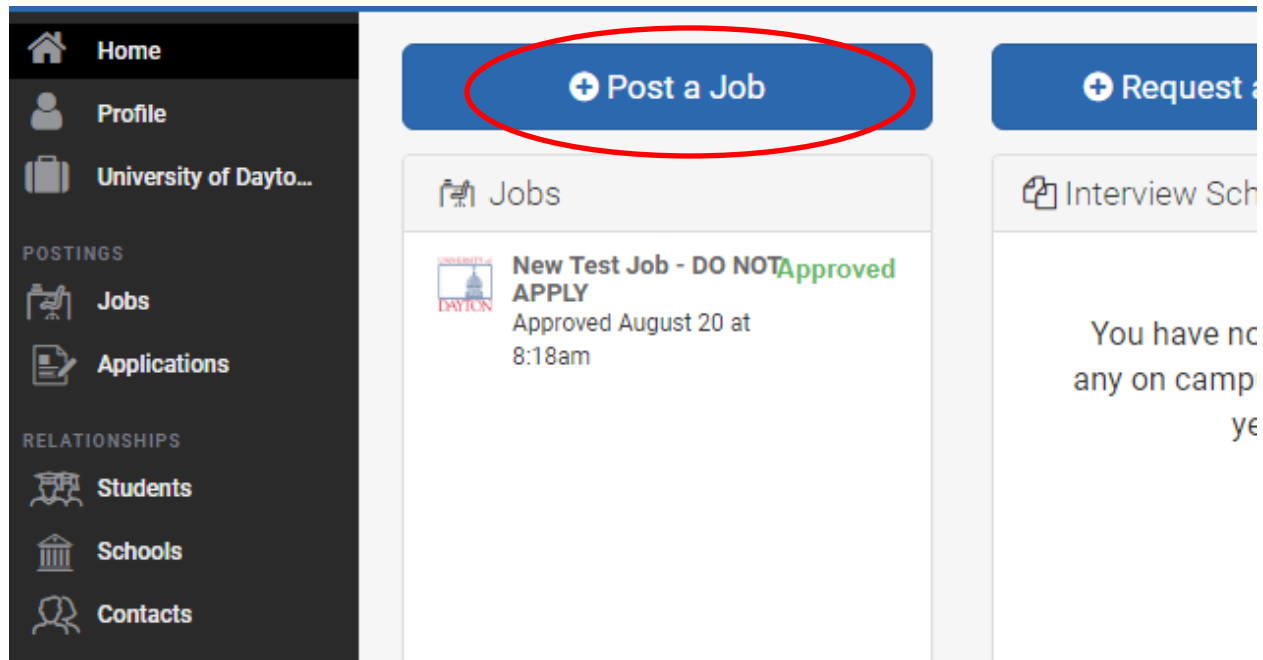
2. Type in the following on the Basics tab:
    a. Job Title
    b. Company Division (This will only appear if your department is set up to have separate departments.)
    c. Require students to also apply through website or applicant tracking system? This should stay at No unless you require students to fill out an additional application form. If you have specific application instructions, you can also check yes and then click on Add Instructions for Students to Use Instead.
    d. Display your contact information to students? We recommend Name and Email.
    e. Job Type – On Campus Student Employment
    f. Employment Type – Part-Time
    g. Duration – Temporary/Seasonal

h. Work Study Job? This needs to stay No. If you can only hire work study students due to budget constraints, you must get pre-approval from Student Employment.

i. Click Next.

3. Type in the following on the Details tab:

   a. Description – You will want to type in or copy and paste your job description plus any minimum and preferred qualifications.

   b. Click in the Job Functions box and choose all functions that pertain to your position.

   c. Approximate Salary field – Use an hourly rate. Change the Per Year to Per Hour. Minimum wage is currently $8.30

   d. Job Location will default.

   e. Required Documents. **Resume must remain checked.** You can require additional documents if you choose.

   f. Click Next.

4. The Preferences tab allows you to set up screening criteria for your position. However, all students will still be able to apply regardless of the criteria. Handshake will separate applicants based on criteria.

   a. Graduation Date Range – don't recommend using

   b. School Years

   c. Minimum GPA

   d. Majors – Majors are mapped to more general groupings

   e. Applicant Packages – you can select how you get notified of applicants and if you want an additional person to review the applicants. To add someone else, click in the Add someone else to receive packages drop down. If the person is not listed, click on Add New Contact. Fill in the requested information and click Create Contact. It will add the person underneath your information.

   f. Click Next.

5. On the Schools tab:
    a. Choose the University of Dayton ONLY

New Job

Search Your Schools [🔍]

⊕ ADD ALL SCHOOLS

⊕ University of Dayton

❯ Find more schools
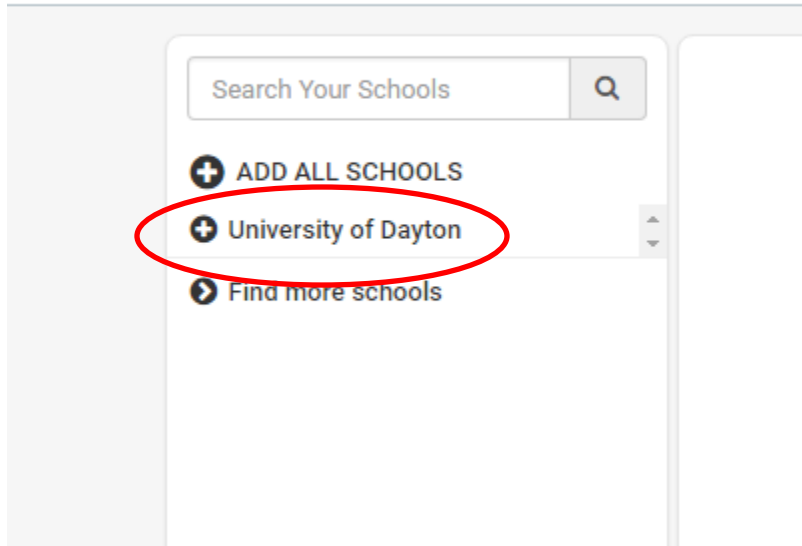
    b. DO NOT CHECK INTERVIEW ON CAMPUS – this is for companies requesting to come on campus to interview our students.
    c. You only need to use the Apply Start Date and Expiration Date not the Global versions. AS A REMINDER, ALL JOBS MUST BE POSTED FOR A MINIMUM OF 10 DAYS.

| | Global apply start date: ⓘ | Global post expiration: ⓘ |
| | Set global date [📅] | Set global date [📅] |

	School	Interview on campus?	Apply start date	Expiration date
⊖	University of Dayton	☐	2017-10-19 02:00 pm [📅]	Set expiration date [📅]

    d. Click Create.

To Duplicate an Existing Job

1. Click on the job you wish to duplicate from the Jobs link in the left hand navigation or under Jobs on your Home page.

2. Once the job is open, click on Duplicate Job at the top of the page. This will assign a new job id number. Update any information that needs updated. Click Save Changes when you are finished.

Reviewing Resumes of Applicants

1. Click on your Job Title under Jobs on your Home page or click on Jobs in the left hand navigation and click on the job you want to review.
2. Click on Review Applicants at the top of the page.
3. All of your applicants will be listed. If you want to see only those applicants that meet your preferences, you can either click on the EDIT button at the top and then click on Match All Preferences or you can use the Exclude Students That Do Not Match function.

4. You can also Export Applicant Data and Download Applicant Packages.
5. Click on a student's name to view their profile and documents. Click anywhere in the grey area to exit the student screen.
6. Once you know who you want to hire, change their status to Hired. **YOU MUST COMPLETE THIS STEP PRIOR TO SUBMITTING THE REPORT A HIRE.**
7. If you want to hire more than one student for your position, you can check the box next to their name and then click on the More drop down that will appear. Choose Mark Applications as Hired. **YOU WILL STILL NEED TO COMPLETE INDIVIDUAL REPORT A HIRES FOR EACH STUDENT.**

Notifying Students

Using Bulk Messaging or Auto Emails

1. To notify students using Bulk Messaging, view your applicant list and click on either the check box next to the First name sort feature to message all students or individually check the box next to each student's name you want to message.
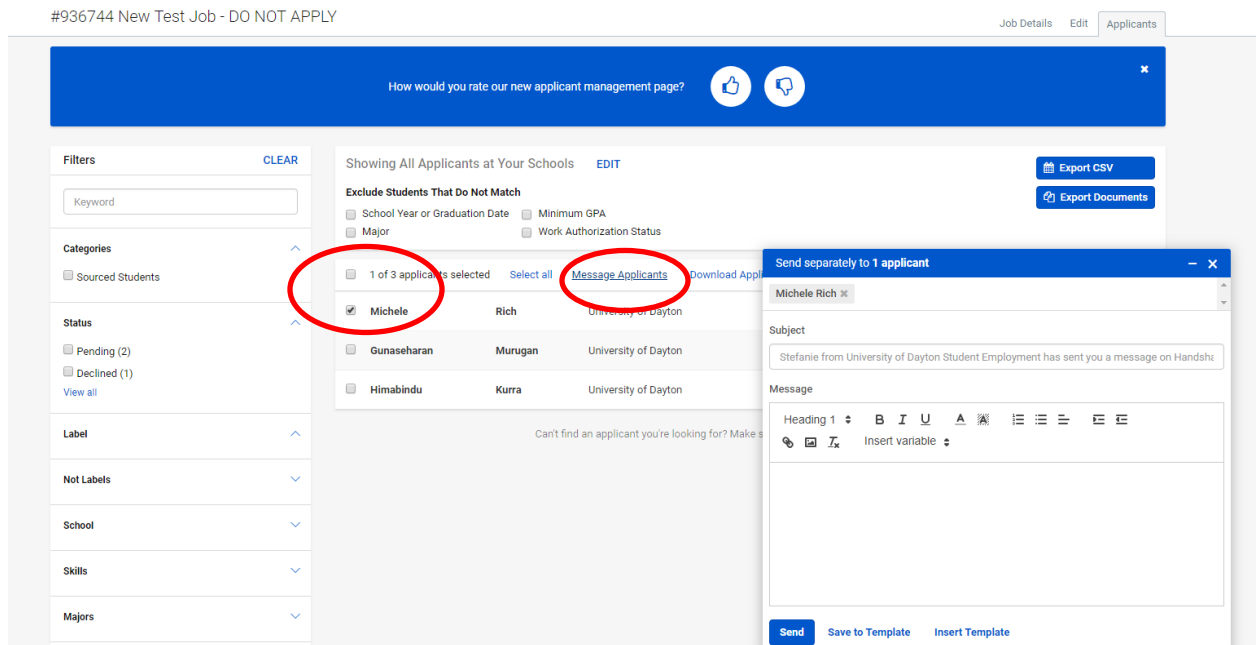
2. Then click on Message Applicants. An email editor will open so that you can send your bulk message through Handshake.

Setting Up Auto Emails

This is an easy way to communicate with your applicants throughout the application process in Handshake. Here's a guide on how to manage your Messaging Preferences:

1. Once you log into Handshake, **click** on **your name** in the right hand corner
2. **Click** on **User Settings**
3. **Click** on **Messaging Preferences**
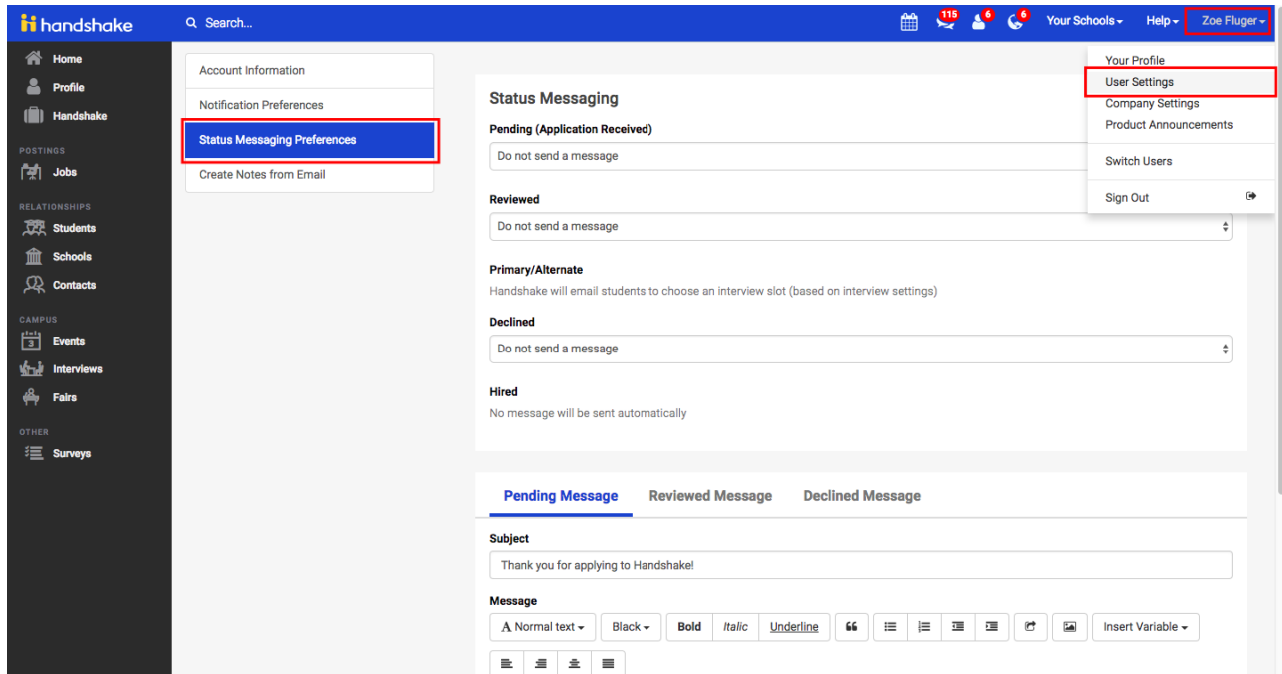
1. **Status Messaging Behaviors**
   1. **Pending**:
      1. Automatically send default message // Do not send a message
   2. **Reviewed**:
      1. Automatically send default message // Do not send a message
   3. **Declined**:
      1. Do not send a message // Automatically send declined message // Ask to review/edit before sending
   4. **Hired**:
      1. No message will be sent automatically
         1. Note: learn more about messaging applicants **here**
   5. **Primary/Alternate:**
      1. Used for On Campus Interviews only
      2. Handshake will email students to choose an interview slot (based on interview settings)

Status Messaging

Pending (Application Received)

Automatically send Pending message

Reviewed

Automatically send Reviewed message

Primary/Alternate

Handshake will email students to choose an interview slot (based on interview settings)

Declined

Ask to review/edit Declined message before sending

Hired

No message will be sent automatically

1. **Creating Default Messages**
   1. Use the blue tabs towards the top of the message box to create each custom message for the individual status change (Pending, Reviewed, Declined)
   2. Enter your Subject line and create your message in the body section of the message box.
   3. **Tip**: Click on **Insert Variable** to have the student's name/job title automatically filled in the email that is sent.
   4. **Click** on **Save Default Messages** to save all three custom messages

Pending Message Reviewed Message Declined Message

Subject

Your application to Handshake - Mountain View has been received

Message

A Normal text ▾ | Black ▾ | **Bold** | *Italic* | <u>Underline</u> | 66 | ☰ | ☰ | ☰ | ☰ | ↪ | 🖼 | Insert Variable ▾

☰ ☰ ☰ ☰

Hi {{student_first_name}},

Thank you for applying to {{job_title}} at Handshake - Mountain View! We will be in touch with next steps after we have reviewed your application.

Best,
Molly
Handshake - Mountain View

Save Default Messages Cancel

Reporting a Hire

1. IMPORTANT: Before completing a Report a Hire form, you must mark the student as hired in Handshake.
2. Go to https://www.udayton.edu/careerservices/studentemployment/hiring_managers/index.php In the Related Links section, click on Report a Hire form. If you are not signed into your University of Dayton email account, you will receive a log in prompt.
3. You can also go directly to the form by typing in https://goo.gl/forms/pRPO31YssJzhGFUQ2 If you are not signed into your University of Dayton email account, you will receive a log in prompt.
4. You will need the following information to complete the form:
   a. Job ID # - when you open your job, it will be located at the top of the screen in front of the job title
   b. Student Name – First Name Last Name (copy and paste from Handshake)
   c. Job Title (copy and paste from Handshake)
   d. Timesheet Queue – Use the porches time queue or write in Deltek or Kronos
   e. Supervisor Name – Only needed for Deltek or Kronos
   f. Labor Fund – the department account for labor charges. Use 690001 if UDRI.

g. Department Org # or Group # - 4 digit number assigned to your department or UDRI group.
h. Pay Rate – at least minimum wage
i. Start Date – use calendar
j. End Date – only use for short term jobs such as camps or reunion weekend.
k. Contact Name, Phone and +4 zip
l. Additional Comments

5. Your answers will be recorded and you will receive a confirmation along with a copy of your responses.
6. After review of the Report a Hire form, you will receive an email from Student Employment letting you know that the student will need to complete paperwork or that the student has been hired into the position. **DO NOT ALLOW THE STUDENT TO WORK UNTIL YOU HAVE RECEIVED THE EMAIL THAT THE STUDENT HAS BEEN HIRED INTO YOUR POSITION.** **BY FEDERAL LAW THE STUDENT MAY NOT BEGIN WORK UNTIL HE/SHE HAS COMPLETED THE I-9 AND TAX DOCUMENTS IN STUDENT EMPLOYMENT**

Section 3 – Job Postings

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Purpose of the Job Posting

Your job posting needs to serve two purposes – as a job description and as a posting. A job description should be a detailed account of what a job entails. A job posting should be a shorter descriptive of a job description in order to grab an applicant's attention. In Handshake, we need the posting to serve dual roles. For our purposes, it is better to have too much than not enough.

Create the Job Title

Use a title which describes the nature and level of the work performed, something the student would want to do. Examples of titles include Student Office Assistant, Student Lab Assistant, Sales Associate, Resume Review Intern, and Graphic Designer. It is not necessary to include the word "Student" in the title.

Determine Hourly Wage

The hourly wage should be at least the minimum for Ohio which is $8.30 an hour. The average hourly wage across all student positions on campus not including the Research Institute is $8.80. However, wage should be based on the duties and responsibilities of the job, and when possible the skills and abilities that the student brings to the position. Departmental budgets will also play a role in determining wage.

Write a Job Description

Write one or two sentences summarizing the primary function and general purpose of the job. For example, the summary for a Student Office Assistant might be "The Student Office Assistant provides support to the Administrative Assistant and to the professional staff of Housing and Residence Life."

After the summary, list out essential duties and responsibilities of the job. Use action verbs when describing what the student will be doing. Examples might include:

- Answer phones & greet customers

- Schedule appointments

- Receive and open incoming mail

- Create and enter data into spreadsheets

For a list of action verbs that can be used to write job descriptions consider visiting the following website http://career.opcd.wfu.edu/files/2011/05/Action-Verbs-for-Resumes.pdf

Identify Qualifications

Identify the knowledge, skills and abilities (KSAs) required to perform the essential functions of the job. A great resource to use is https://www.onetonline.org/. Think about what KSAs are actually required for the position and what could be listed as preferred. Some KSAs could be learned on the job and therefore should be listed as preferred. An example might be as follows:

Minimum:

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. The ability to read and understand information and ideas presented in writing.

Preferred:

Knowledge and sensitivity to Catholic and Marianist environment. Being aware of others' reactions and understanding why they react as they do. Ability to speak a second language.

In order to encourage international students to apply, careful thought should be given when developing the minimum and preferred qualifications.

Application Instructions

Add instructions directly into the Job Description. You can ask them to answer specific questions in their cover letters or attach an Other Document to answer the questions. You can also tell them to attach a copy of a license if it is required for your job. Examples include:

- Tell me why you are interested in working for the Bookstore

- Attach current CPR certificate/Life Guard certification

- In order to be considered for the position, upload writing samples/design samples to your Profile

- References

You would use the Other Document category to require any of the above. However, consider not requesting references up front. Many students do not have them yet and it may discourage students from applying for your position. If you still see the need for references, ask for them once you decide on a candidate to hire.

Section 4 – Interviewing/Selection Process

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Interviewing & Selecting Your Student

Once you have chosen applicants to interview, the following information will help you structure the interview and determine what questions to ask and what questions are inappropriate to ask.

After you have completed interviewing, you should make an offer of employment to your chosen student. This offer should confirm the rate of pay and the start date. Keep in mind that start dates should be far enough in advance for the student to complete all required paperwork. Also start dates should never be on the 15th or last day of the month as that interferes with getting a student paid in a timely manner.

Once the student has accepted the offer of employment, you must report the hire using the Report a Hire google form. Please refer to Section 2 of this manual.

After you report the hire, you should communicate with the students who were interviewed but not selected. We HIGHLY recommend that you call the students whom you interviewed to let them know that they will not be hired. However, if time constraints make this too difficult, sending an email to the students who were not selected for the position is a second choice option. Email templates are available for you to copy and paste into the Send Email to Applicants section of Handshake. Email templates are available on the Student Employment website and are located in Section 6 –Appendix of this manual.

Tips for Interviewing Prospective Students

1. Prepare for the interview. Create a list of questions ahead of time. Attempt to ask all applicants for the same job the same type of questions, although individual experiences and follow-up questions may send you down different paths. Clear your desk. Do what you can to minimize interruptions, and focus on the candidate.

2. Put the student at ease with some small talk. Job interviews can make even the seasoned employee stressed, and you may have applicants who have no formal employment experience. If you can't move to a separate office or leave your post, explain to the student the nature of your work, and that the phone might ring (let it go to voicemail if you have it) during your interview.

3. Give the student some perspective about the job. Go over the job description from the posting, and put it in the framework of the function of your office or department. i.e. "Our department is responsible for on-campus employment, and the student hired for this position will be helping newly hired students complete the hiring paperwork." (Give the student a copy of the job description.)

4. Ask questions that will get the information you need. Use open-ended questions instead of ones that result in "yes" or "no." You can begin with "What interested you in this position?" "Tell me a bit about yourself," and "What did you like best/worst about your last job?" If the student does not have formal work experience, try asking, "What did you like best about your senior year in high school?" "What accomplishment has given you the most satisfaction?"

5. Give a brief overview of your performance expectations, beginning with the schedule. Is it fixed, or flexible? What happens when a student can't make a scheduled work shift? To whom will the student report? What kind of supervision will be provided? How is performance evaluated? What type of training will you provide?

6. Allow the student to ask questions, as well as clarify what information he/she has already offered. Summarize the student's comments about his/her work experience and interests, and ask if your summary is accurate.

Structuring an Interview

Preparing:

➢ Determine requirements from the job description
➢ Review applications/ resumes to evaluate skill, knowledge, and education
➢ Decide where to conduct the interview
➢ Decide how you will handle interruptions

Preparation will make a positive impression on your candidates

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Interview Outline:

Opening
- 10%
- Intro, Explain Process, Overview

Probing
- 65%
- Clarify application questions
- Ask interview questions

Questions
- 15%
- From the candidate

Closing
- 10%
- Give follow-up timeline
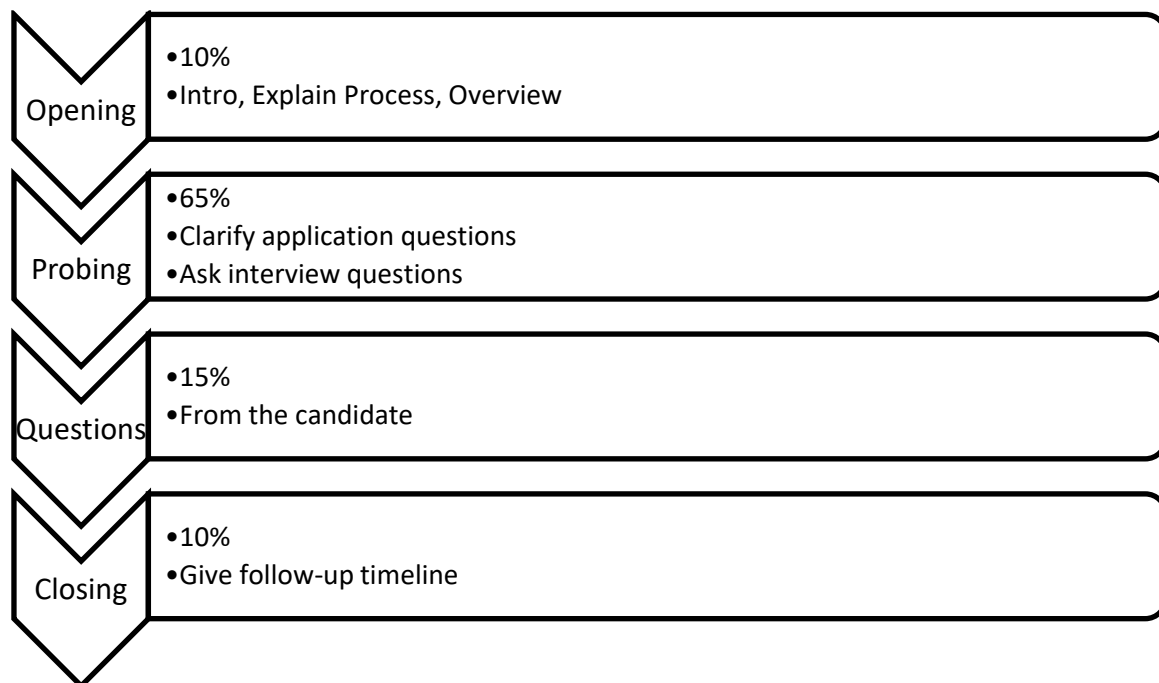
*Know that students may be nervous, by explaining the process you will help put them at ease.

Opening:

Introductions
Everyone in the room: roles and interactions with the position.

↓

Explain Process
This may be the student's very first interview... EVER!

↓

Overview
Make sure they understand the role
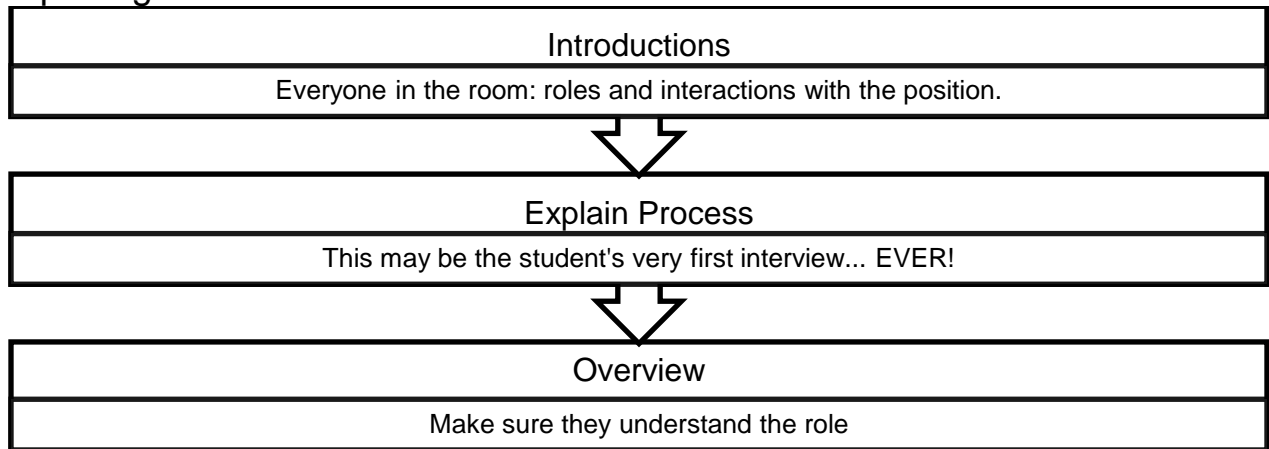
Probing Questions: See sample questions on the following pages as well as questions to avoid.

Closing:

Explain Next Steps	
"We're wrapping up interviews over the next week"	"We hope to make our decision in the next few days and will be in contact with all candidates"

↓

Thank them for interviewing	
As they leave (while you're escorting them out the door)	Or in a follow-up email

↓

End on a positive note	
Don't build up false hope ("You're an outstanding candidate!")	Talk hypothetically ("If you were in this role...")

Debrief:
- ➢ Discuss candidate immediately after interview (if with other attendees)
- ➢ Don't settle

To hire?

Not to hire?

Qualifications/Expereince - meet job needs?
-skills student wants to gain?

Fits the office culture?

Interpersonal skills

Time frame to commit to?

Genuinely interested in the position? aligns with major?

Sample Interview Questions

1. Tell me about yourself and why you are interested in this position?

2. How do you see this position helping you gain experience in your chosen career field?

3. How do you see your past experiences benefiting our department/office?

4. What would you say is your top strength/weakness?

5. Tell me about a job you particularly enjoyed. What was the work environment? Why did you enjoy it?

6. Give me an example of a time when you made a mistake. How did you handle it?

7. Tell me about one of the best decisions you ever made.

8. Tell me about a time when you proved to your supervisor that you were reliable.

9. –ANY OTHER SPECIFIC JOB RELATED QUESTIONS YOU MAY HAVE FOR THE CANDIDATE-

10. Do you have any questions?

11. What is your work availability?

12. Are you working any other on-campus jobs?

Interview Questions – Be Cautious

Inquiry Area	Illegal Questions	Legal Questions
Age	• May not require an applicant's age, date of birth, or for records to prove his/her age. • Year of graduation from high school.	• An employer may ask whether an individual meets the minimum age requirements set by law. "Are you over the age of 18?" is an appropriate question.
National Origin/ Citizenship	• Are you a U.S. citizen? • Where were you/ your parents born? • What is your "native tongue?"	• Are you authorized to work in the United States?
Race/ Color	• All questions regarding a person's race/ color will be deemed illegal under federal and state laws.	• None!
Religion	• Any question with regard to an applicant's religious beliefs, denomination, or any questions that indicate religious customs or holidays observed.	• After an individual is hired, an employer may inquire about religious accommodations.
Marital/ Family Status	• Are you married? • With whom do you live? • Do you plan to have a family? • What are your childcare arrangements?	• Would you be willing to relocate if necessary? • Would you be able and willing to work overtime as necessary?
Personal	• How tall are you? • How much do you weigh?	• Are you able to lift a 50 lb. weight and carry it 100 yards, as that is part of the job?
Disabilities	• Do you have any disabilities? • Please complete the following medical history. • How's your family's health?	• Are you able to perform the essential job functions? • Can you demonstrate how you would perform the following job-related functions?
Arrest Record	• Have you ever been arrested?	• Have you ever been convicted of _____ ?
Military	• If you've been in the military, were you honorably discharged?	• In what branch of the Armed Forces did you serve? • What type of training or education did you receive in the military?

Section 5 – Onboarding Procedures

Onboarding Your New Student Hire

On your student's first day of work, you should confirm that they have filled out all of the necessary paperwork with Student Employment.

To ensure a smooth transition into working for your department, you should go over your departmental expectations with your student. These should be clear so that the student fully understands what is expected of him/her. A guide to setting expectations is included on the next page.

A new hire checklist is also included to help remind you of everything you should cover with your student before they begin working. This should also include going over the Student Employee Handbook which is included in Section 5 of this manual.

Setting Expectations

What are Expectations?
- An expression of desired behaviors from an employee. They are not an employee's duties/ responsibilities (those are listed in the job description).
- A set of clearly defined performances that are meaningful to the person and desired by the organization.
- It is understood that the expectations are both achievable given the skills/ knowledge of the performer and resources/ constraints of the environment.
- The anticipated behaviors and/or accomplishments are expressed in unambiguous terms and are verifiable.

Clear Expectations Rules
- Less is more. Create succinct statements of expectations.
- Express expectations in terms and language everyone understands. Be specific and precise.
- Write them down so you and your employees can refer to them.
- If there are dangers of misinterpretations, provide examples to help employees understand.
- Monitor performance to verify that it conforms to expectations.

The Process of Setting Expectations with your Team
- Write out a list of expectations you have for each member of your team.
- Meet with each team member. Explain the reason for setting expectations (clear understanding), and provide your list and discuss each. Ask the team member to develop their list of expectations for you and set a date to meet again to discuss.
- Meet with each team member to discuss their expectations for you, and any concerns they have of the expectations you presented to them in the first meeting – "negotiate" if necessary.
- Record all expectations – yours of each team member, and theirs of you.
- Arrange for each team member to meet with other team members and provide expectations of each other. During these discussions, you should be present to clarify and "mediate."
- Publish all expectations between each and every team members.
- Prepare to re-visit and update these expectations on a regular basis – at least every 6 months, and on an as-needed basis.

New Student Employee Checklist

PRIOR TO FIRST DAY:
☐   Ensure student has completed all new hire paperwork with Student Employment

FIRST DAY:
☐   Provide employee with Student Employee Handbook and go over department policies

POLICIES:
☐   Review policies:

- Requesting time off procedures
- Calling in sick
- Holiday/exam week scheduling
- Time reporting
- Performance reviews
- Dress code
- Email and internet use

- Personal conduct standards
- Security
- Safety/ accident reporting
- Visitors/ personal calls policies
- Emergency procedures/evacuation
- Confidentiality
- Progressive disciplinary actions

ADMINISTRATIVE PROCEDURES:
☐   Review general administrative procedures

- Offices/desk/work station
- Keys
- Mail (incoming/outgoing)
- Shipping (FedEx, DHL, UPS)
- Voicemail
- Fax machine/ copy machine

- Computer login
- Telephone
- Building access
- Conference rooms
- Office supplies
- Breaks

INTRODUCTIONS AND TOURS:
☐   Give introductions to department staff and key personnel during tour.
☐   Tour of building/facilities, including:

- Restrooms
- Mail room/area
- Copy equipment
- Fax machine
- Kitchen/break area
- Emergency exits/ equipment

- Bulletin board
- Parking
- Printers
- Office supplies
- Coffee/vending machines

POSITION INFORMATION:
☐   Review job assignments and training plans
☐   Review job description and performance expectations and standards
☐   Review work schedule and hours

COMPUTERS:
☐   Hardware and software reviews, **including**:

- Email
- Facebook
- Login to software/network

- Microsoft Office
- Databases and shared drives
- Internet

Generational Chart

	Baby Boomers	Generation X	Millennials
Birth Years	1946-1964	1965-1980	1981-2000
Current Age	50-68	34-49	14-33
Number	80 Million	51 Million	75 Million
Family Experience	• Disintegrating • "Cleaver Family" • Mom stayed home • As children were seen as "special"	• Latch-key kids • Women widely expected to work outside the home • The first "day care" generation • Dual income families	• Merged families • Coddled kids (they got a trophy for coming in 8th place)
Education	• A birthright	• A way to get there	• An incredible expense
Value	• Success	• Time	• Individuality
Dealing with Money	• Buy now, pay later	• Cautious • Conservative • Save, save, save	• Earn to spend
Work Ethic	• Driven • Workaholic 60-hour work weeks • Work long hours to establish self-worth and identity and fulfillment • Work ethic = work ethic	• Balance • Work smarter and with greater output, not work longer hours • Eliminate the task • Self-reliant • Want structure and direction • Skeptical	• Ambitious • What's next? • Multitasking • Tenacity • Entrepreneurial
Focus	• Relationships and Results	• Task and Results	• Global and Networked
Technology	• Acquired	• Assimilated	• Integral
Workplace View on Respect for Authority	• Originally skeptical of authority but are becoming similar to Traditionalists – time equals authority	• Skeptical of authority figures • Will test authority repeatedly	• Will test authority but often seek out authority figures when looking for guidance
Workplace View on Skill Building	• Skills are an ingredient to success but they are not as important as work ethic and "face time"	• Amassed skills will lead to next job, the more they know the better. Work ethic is important, but not as much as skills.	• Training is important and new skills will ease stressful situations. Motivated by learning/ want to see immediate results
View on Work/Life Balance	• Were hesitant of taking too much time off work for fear of losing their place on the corporate team. As a result, there is an imbalance between work and family	• Because of parents who are Boomer workaholics, they focus on clearer balances between work and family. Do not worry about losing their place on the corporate team if they take time off.	• Not only balance with work and life, but balance with work, life, and community involvement ad self-development • Flex time, job sharing and sabbaticals will be requested more by this generation
Preferred Work Environment	• "Flat" organizational hierarchy • Democratic • Humane • Equal opportunity • Warm, friendly environment	• Functional, positive, fun • Efficient • Fast paced and flexible • Informal • Access to leadership • Access to information	• Collaborative • Achievement-oriented • Highly creative • Positive • Diverse • Fun, flexible, want continuous feedback

	Baby Boomers	Generation X	Millennials
What They are Looking for in a Job	• Ability to "shine"/"be a star" • Make a contribution • Company represents a good cause • Fit in w/ company vision/mission • Team approach • Need clear and concise job expectations, and will get it done • Like to achieve work through teams	• Dynamic young leaders • Cutting edge systems/tech • Forward thinking company • Flexibility in scheduling • Input evaluated on merit, not age/seniority • If you can't see the reason for the task, they will question it • If you can't keep them engaged then they will seek it in another position	• Want to be challenged, provide variety • Expect to work with positive people • Treated with respect in spite of age • They expect to learn new knowledge and skills •
Keys to Working With	• Want to hear that their ideas matter • They were valued youth, teens and young adults and expect to be valued in the workplace • Their careers define them, their work is important to them • Silly routines are frustrating • They expect their work, and themselves to matter • Before they do anything, they need to know why it matters, how it fits into the big picture, and what impacts it will have on whom • Do well in teams • Are motivated by their responsibilities to others • Respond well to attention and recognition • Don't take criticism well	• Want independence in the workplace and informality • Give them time to pursue other interests • Allow them to have fun at work • Give them the latest technology	• Like a team oriented workplace • Want to work with bright, creative people • Take time to learn about their personal goals • They expect to be treated respectfully • Raised to feel valued and very positive about themselves; they see as a sign of disrespect any requirement to do things just because this is the way it has always been done • Provide engaging experiences that develop transferable skills • Provide rationale for the work you've asked them to do and the value it adds • Provide a work environment that rewards extra effort and excellence • As students pay close attention to helping them navigate work and family issues.
Technology is….	• The microwave	• What you can hold in your hand; Cell, PDA	• Ethereal, intangible
Feedback and rewards	• Feel rewarded by money and will often display all rewards for public view • Like praise • Title recognition • Give something to put on the wall • Enjoy public recognition • Appreciate awards for hard work and long hours	• Not enamored by public recognition • Want to be rewarded with time off • Freedom is best reward • Prefer regular feedback on their work • Are self-sufficient, give them structure but hands-off supervision	• Like to be given feedback often and will ask for it often • Meaningful work • Be clear about goals and expectations • Communicate frequently • Provide supervision and structure

Student Employee Handbook

This handbook provides the policies and procedures that govern student employees of the University of Dayton. Should you have any questions about the information that is contained in this handbook, please contact a representative by phone at 937-229-3249 (x93249), by visiting Student Employment in Alumni House, 208 L St. or by email at **studentemployment@udayton.edu**.

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Responsibilities

You should begin your new job in a positive way and know what your employer expects of you regarding work performance, scheduling, and dress code. You should be aware of the specific policies and procedures of your employing department so that you can gain the most from your job experience. Ask questions, take the initiative, and learn as much as you possibly can. Also, be sure to obtain your employer's phone number and provide him or her with your local address and telephone number. Each job is unique and requires different skills and responsibilities; however, several universal responsibilities apply to all student employee positions.

At the University of Dayton, you are responsible for:
- Fulfilling the student employment eligibility requirements;
- Ensuring that you do not work over 20 hours per week, all positions included, during the fall and spring semesters, not including week long breaks (See Maximum Working Hours for more information);
- Respecting the rights and property of your employer and fellow employees;
- Treating all coworkers, students, and patrons with courtesy and respect;
- Acting in a professional manner at all times and respecting the confidentiality of student and University records;
- Contacting your employer before your shift begins if an illness or emergency prevents you from reporting to work;
- Discussing changes in your work schedule with your employer and keeping your employer's needs in mind when revising your work schedule;
- Reporting to work on time;
- Reporting your work hours accurately and submitting your time to your supervisor;
- Speaking with your employer when duties or instructions are unclear or if problems arise;
- Dressing appropriately, according to the dress code of your place of employment;
- Maintaining a positive work attitude of cooperation and initiative;
- Performing your work to the best of your ability and making a personal commitment toward providing quality service;
- Presenting and discussing new ideas with your employer;
- Conducting personal business on your own time and avoiding excessive socializing during working hours;
- Monitoring your Federal Work Study (FWS) earnings if you are working under the FWS program so that you do not exceed the earnings limit and notifying your employer if your FWS award changes.

Work Study Programs

Federal Work Study Eligibility
Federal Work Study is a federally funded program established to encourage colleges and universities to provide on-campus job opportunities and off-campus community service job opportunities to their students. The funds are made available by the United States Department of Education and are to be awarded to students who demonstrate the highest financial need. The Office of Financial Aid applies for the funding in this program and determines the eligibility of students to receive these awards. The University pays a portion of the student wages and the government pays the remaining portion. In addition, FWS earnings are not reported as income on your financial aid application in determining your financial aid for the following academic year. However, FWS earnings are considered taxable earnings for tax-filing purposes.

To be considered for Federal Work Study employment, the Free Application for Federal Student Aid (FAFSA) must be submitted annually to the appropriate agency no later than mid March. The Office of Financial Aid will notify all Federal Work Study applicants of their eligibility.

Federal Work Study Earnings Limit
If you submitted a FAFSA and listed the University of Dayton as a recipient of your results, you were informed in your notification of Financial Aid Eligibility letter if you were eligible for FWS. The award amount listed on this letter indicates your earnings limit for the academic year. Earning your maximum award will depend upon the number of hours you work and the pay rate you receive.

Because FWS is a source of federal financial aid, your total gross FWS earnings may not exceed the amount of your FWS award. The Student Employment Office will notify you and your employer when your earnings are within $200 of your FWS award amount. Once you earn your FWS award, your employer may choose to terminate your employment unless he or she agrees to pay your wages under University Funded Employment (meaning that your employing department's budget pays your entire wage). The Student Employment Office recommends that you monitor your academic year earnings so that you will know when you are approaching your earnings limit.

University-Funded Employment
University-Funded Employment is a program in which funds are provided by the University of Dayton to individual University departments as encouragement to use student labor on campus. This award is made by the Office of Financial Aid to any student interested in on-campus employment. Financial need is not a factor in this type of employment.

Federal Work Study Community Service Program
If you are a Federal Work-Study eligible student, you have an opportunity to work off-campus with participating local organizations that improve the quality of life for members of the Dayton community. You will be employed by the University of Dayton to work at an agency location. If you are interested in earning your Federal Work-Study funds while you make a difference in the lives of needy individuals, search for available positions in Hire a Flyer using the keyword search FWS.

Pay Procedures

Direct Deposit
The University of Dayton has implemented the mandatory direct depositing of pay for all employees, including student employees, eliminating the need to print paper checks.

The key advantages of direct deposit are:
1) the convenience of not having to go to the bank to deposit earnings,
2) earnings are automatically deposited if you are on vacation or off campus on payday, and
3) the timely, safe, and accurate deposit of pay. The regular pay date is the date used in crediting your account.

You will need to complete the '**Direct Deposit Form**' to arrange for this service. Although your paycheck can be deposited to the bank account of your choice, the Day/Air Credit Union, located in Marianist Hall, can provide you with options for savings and checking accounts as well.

Form W-2
The W-2 forms, showing the calendar year's earnings, will be mailed to your permanent mailing address soon after the first of the year. Use these forms to complete your federal, state, and local tax forms. The forms, which must be completed before April 15, are available at local off-campus post offices.

In support of UD's commitment to the environment & "green" technology, a federally approved Form W-2 can now be accessed at your convenience via Porches and Banner Employee Self Service.

There are multiple benefits to receiving an electronic Form W-2:
- Earlier access to your Form W-2 (no mailing delays).
- No possibility that your Form W-2 might be lost, stolen or misplaced by the U.S. mail service and potentially expose your Social Security number and other personal information.
- Access to your Form W-2 is available 24/7 at the same easy-to-use, secure web site at which you access your paystub, time/leave reporting and leave balances.
- The electronic Form W-2 displays in the same format as a printed copy. You can print as many copies as needed and mail with your tax returns or keep for your personal records.

The IRS regulations require that employees give their consent to receive the Form W-2 in an electronic format. To consent to electronic delivery of your Form W-2, please follow and complete the steps below by January 15th. (Note: Once you provide electronic consent for your W-2, and wish to receive subsequent W-2 Forms electronically, you do not need to take any further action.)

- Login to Porches at https://porches.udayton.edu
- From the Employment Details channel on the HR Connections tab, select 'Electronic W-2 Consent'
- Read the statement
- Click the box next to 'Consent to receive W-2 electronically'
- Select the 'Submit' button
- The following confirmation message will display: Electronic W-2 consent was submitted successfully.

Please note that by giving consent, a printed copy will not be mailed. This process does not need to be repeated every calendar year. However, consent can be revoked for future years by unchecking the consent box.

NOTE: *Graduating students will receive a Form W-2 by mail to the address on file with Payroll. Porches access is disabled after graduation and the electronic version will be unavailable.*

Income Taxes
As part of the application process, students are required to complete Federal and State tax forms before they are considered eligible to work on-campus. A Student Employment Representative will explain the procedure for completing these forms. A common question is whether to claim "1" or "0" exemptions on the tax forms. Claiming "1" results in a smaller amount of taxes being deducted from your paycheck, while claiming "0" results in a larger amount being deducted. You may change the number of exemptions on your tax forms throughout the school year. If you fail to adequately complete the tax forms, state law requires the Student Employment Office to withhold an amount from your paycheck based on the highest schedule.

Full time students are exempt from paying Medicare and Social Security taxes. In order for you to take advantage of this exemption, you must be registered as a full time student during the session in which you are working. Full time status as an undergraduate requires that you be enrolled for twelve (12) credits during the school year and six (6) credits during each of the summer sessions.

If you are a resident of Indiana, Kentucky, Michigan, Pennsylvania, or West Virginia, you may claim exemption from withholding of Ohio Income tax. Instead, that income is taxable in your home state. In order to claim this exemption, you must file Form IT4NR.

Limits on Co-op Students/Students Working Full-Time Internships
Students who participate in a paid co-op position or paid full-time internship position will not be eligible to work a student position on campus during their work term semesters.

Maximum Hours
Student working hours are limited so that students can remain focused on their academics as well as for the University to be in compliance with the Affordable Care Act.

Students may work 20 hours or less per week during the fall and spring semesters (all jobs combined). A work week begins at 12:00 am on Monday and ends at 11:59 pm on Sunday. During the summer semester and breaks that are at least a week or longer, student hours will be limited to 35 hours during a work week. If you are working more than one campus job, your hours are accumulated among them. Therefore, you are responsible for notifying each department of your other jobs.

Students who work during the summer semester and take 12 credit hours or more as an undergraduate student or 6 credit hours or more as a graduate student during any of the summer sessions will be limited to 20 hours a week during the session in which they are enrolled.   Students who work during the summer semester must intend to register for fall classes or finishing up degree requirements in order to work through Student Employment.

Students of the university working through the Engineering Co-op Program for the University are not subject to the hours per week limitation.

Merit Raises
Pay increases are made at the discretion of individual departments and are based on merit.

Minimum Wage
The State of Ohio's minimum wage is currently $8.30 per hour.

Overtime Policy
Overtime is not encouraged and should rarely occur since the maximum work hours during a summer work week should be no more than 35; however you are entitled to overtime pay on the rare occasion that you work more than 40 hours in a summer work week. The work week begins on Monday at 12:00 A.M. and ends on Sunday at 11:59 pm. If you are working more than one on-campus job, your hours are accumulated among them. Therefore, you are responsible for notifying each department of your other jobs, since the secondary employer is responsible for paying your overtime wages. In the event that you work more than 40 hours in one week, you will be paid 1.5 times your hourly wage for any hours in excess of 40.

Time Reporting
In order to receive a paycheck, your employer must complete all the steps required to hire you once you have been selected as an applicant from Hire a Flyer. Time will be submitted online for each pay period and your employer will verify this time. Pay periods run from the 1st of the month to the 15th (paychecks are issued on the 25th), and from the 16th day of the month to the last day of the month (paychecks are issued on the 10th).

1. Open your web browser and go to the University web portal at this address: porches.udayton.edu.
2. Log into Porches using your LDAP user name and password. If you have forgotten your username and password contact the UDit Helpdesk at 229-3888.
3. Click on the HR Connections Tab.
4. Under "Time Reporting," your job/s will be listed. Click on the link underneath the job for which you are reporting time. This opens your time sheet. Click on Enter Hours for a particular day and the Time In and Out screen will appear. In Banner, time entry for students must be reported in quarter hours. Enter time in intervals of 15 minutes. For example, 10:00, 10:15, 10:30, 10:45. If you work six minutes or more within any 15 minute interval, count the entire interval as time worked. For example, if you come to work at 9:05 a.m., you would round back your start time to 9:00. If you arrive at work at 9:06 a.m., you would round forward to 9:15. Student employees are required to record both time in and out, and they may do so multiple times within a day. Click on the Save button each time to record your hours.

Note that the Time and Leave Reporting screen only shows seven days of the pay period at a time. To view the remainder of the pay period, click on the Next button.

If you are working as a research student at UDRI or charging a research account for your time (your supervisor should inform you of this), you will be set up in the Deltek system for time entry. Please refer specific questions to your supervisor in regards to how to gain access to the system.

If you are working for a department that uses Kronos timekeeping (currently Dining Services, the Bookstore, the RecPlex, and the Arena), your account will be ready to use by 11:30 a.m. the day after your position is input into Banner. Please refer specific questions to your supervisor in regards to how to gain access to the system.

Job Separation

Resignation
You are encouraged to submit a letter of resignation to your employer at least two weeks prior to your last day of employment. If your resignation is due to a conflict or disagreement with your employer concerning policy, schedule, work ethics, attitude, or other circumstances, you may want to discuss the problem with him or her before terminating from your position. If your resignation is due to sexual harassment and/or discrimination by either your employer or your co-workers you should consider speaking with a Student Employment representative.

As a student employee, you may voluntarily terminate your job at your own discretion. Reasons for your resignation might include:

- Course work overload
- Class scheduling conflicts
- Better job opportunity
- Co-op or intern opportunity
- Graduation
- Conflict with your employer or co-workers
- Personal reasons

Involuntary Separation With Notice
Your employer may terminate your job with notice for a number of reasons. These reasons may include:

- Discontinuation of the job
- Lack of departmental funding
- Scheduling conflicts
- Federal Work Study earnings maximum met

Your employer should attempt to give you two weeks prior notice and should explain the reason for the termination of employment.

Involuntary Separation Without Notice
The employer has the right to terminate student employees without notice for students found to be in violation of University behavioral standards. Some examples of violations include, but are not limited to:

- Time card falsification
- Repeated unexcused absences or tardiness
- Use of drugs or alcohol during or immediately prior to the work shift.
- Theft

As an exercise of its disciplinary authority, the University of Dayton also reserves the right to deny future employment to any student found to be in violation of time card falsification and theft.

Returning to Your Job after Academic Vacations
Before each semester ends, you should ask your employer about the possibility of returning to your position the next academic year or after returning from a leave of absence (e.g. co-op experience). Most campus employers offer continued employment. However, continued employment is not guaranteed since departments have the right to change staffing and programming.

University Policies & Procedures

Drug-Free Workplace Policy
In order to ensure the University's commitment to a quality educational and work environment, every employee and student has a right to work and learn in an environment free from the effects of drugs and alcohol. The University of Dayton policy on alcohol is consistent with the law in the State of Ohio. This means that no individual may purchase, possess, or consume beer or any other alcoholic beverage until age 21.

The University's drug policy states the illicit and improper use, transfer, possession, and/or sale of illegal drugs and the possession and/or use of any type of drug paraphernalia are prohibited at the University of Dayton. Each student is responsible for adhering to these policies. If a violation occurs, disciplinary action will be taken. Penalties can include termination of employment, dismissal or expulsion from the University and possible criminal prosecution.

While the University will attempt to provide support and counseling services for those involved in substance abuse, it also will act firmly through disciplinary procedures to control drug abuse and the promotion of illegal substances in the campus and in the University community.

Grievance Procedures
Occasionally, conflicts arise in the work place between the student worker and the employer. Usually these conflicts can be resolved by taking the following action:
1. If you have a grievance concerning an employer's policy or procedure, make an attempt to discuss and settle the problem with your immediate supervisor. Do not be afraid to present and talk about your concerns. Try to stay calm and rationally present your argument. Emotional outbursts tend to cause friction. Determine what you want to talk about before you meet with your supervisor. In most cases, an honest discussion resolves the conflict.
2. If you are dissatisfied with your supervisor's response, you may want to then contact your department supervisor to discuss your concerns. Explain to him or her that you have already spoken with your immediate supervisor and are dissatisfied with the outcome. Possibly, the department supervisor can resolve the conflict.
3. If you are still unable to resolve the matter, make an appointment with the Dean of Admission and Financial Aid. Be prepared to present all the information pertaining to the matter.
4. The Dean will meet with all of the individuals involved and attempt to mediate the problem. Written records reflecting these proceedings will be maintained in your student employment file.
5. If the matter is not resolved to your satisfaction, you may appeal the resolution in writing to the University's Grievance Board.

Illness/Emergency Leave
If you are absent during a scheduled work shift, you will not be paid for those hours. If you become ill and/or an emergency arises and you are unable to work, you must notify your employer as soon as possible before your shift begins, so he or she can make necessary arrangements. If your illness persists for a long period of time, notify your employer of the situation so that necessary arrangements can be made.

If you are absent due to uncontrollable circumstances and you are unable to notify your employer, you will be able to explain your situation at a later time when you return to work. However, if you have no justification for your absence, you are subject to any disciplinary action taken by your employer (e.g. reprimand, dismissal).

Injury on the Job
If you are injured on the job you must make your supervisor aware of your injury immediately. Every reasonable effort will be made to assist you in receiving prompt medical attention. U.D. Public Safety, or the University Rescue Squad, may be called if needed, and patrol officers are qualified in first-aid procedures.

It is important for you to complete the proper paperwork in order to file a claim and be reimbursed for your medical expenses. Please be sure to fulfill this obligation as soon as possible. For any additional information concerning the Worker's Compensation Policy or injury on the job, contact the Office of Human Resources, St. Mary's Hall, Room 118, 229-2541.

Jury Duty
A student employee (18 years or older) may be summoned for jury duty. If you are currently scheduled to work, your employer must keep your position available for you while you are serving jury duty. If only a phone call is required and you are not required to report in, you will be expected to report to your on campus work assignment. Jury duty is treated as an excused absence without pay. You will receive payment from the court.

Minor's Policy

The University of Dayton has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as a Catholic and Marianist institution of higher education. The University recognizes that children are a valued part of our campus community and is committed to providing appropriate supervision to minors who are involved in University-sponsored programs both on and off campus and for non-University sponsored programs held on the University's campus. Therefore, the University has created policies aimed at protecting children who are involved with the campus community. This policy applies to student employees who will be working with minor children as part of their job. Your supervisor will inform you if you are required to take part in Minor's Policy Training.

Nepotism Policy

No student employee should be employed in, or 'transferred to, a department which establishes a supervisory/employee relationship between two individuals who are related as follows: parent, child, stepchild, grandparent, grandchild, brother, half-brother, stepbrother, sister, half-sister, stepsister, uncle, aunt, nephew, niece, cousin, husband, wife, stepparent, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or any member of the same household.

The above includes not only situations where one person reports directly to another, but also to those situations where one person would be employed in a unit or department over which another person has authority or administrative responsibility.

Nondiscrimination and Anti-Harassment Policy (including Sexual Harassment)

The University's Nondiscrimination and Anti-Harassment Policy prohibits unlawful discrimination on the basis of race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, age, genetic information, military status, veteran status, familial status or disability. Sexual harassment, which includes but is not limited to sexual violence, is one form of sex/gender discrimination. The full Nondiscrimination and Anti-Harassment Policy can be found on the Nondiscrimination Resources Center website: http://www.udayton.edu/finadmin/legalaffairs/nondiscrimination/index.php

A link to this website is located in the footer of every University of Dayton webpage (including Porches).

The Nondiscrimination Resources Center also serves as the home to additional helpful information regarding discrimination issues, including online report and complaint forms, the Equity Complaint Process, and the Mandatory Reporting Policy.

The Equity Complaint Process describes the process used in resolving complaints brought under the Nondiscrimination and Anti-Harassment Policy. The Nondiscrimination Resource Center also provides "How It Works: A Quick Guide," which provides a brief, easy to understand explanation of the process.

The Mandatory Reporting Policy imposes a duty on all employees, including student employees, to report promptly any information regarding potential violations of the Nondiscrimination and Anti-Harassment Policy to the Title IX/504 Coordinator and Equity Compliance Officer. The only exceptions to the mandatory reporting requirement involve employees who are clergy, counselors or doctors acting in that capacity when someone tells them of a discrimination/harassment concern.

The policies and process described above apply to all members of the University community (i.e., staff, faculty, student and visitor), except faculty may use the faculty grievance process for discrimination complaints that do not involve sex/gender.

Smoking Policy

The University of Dayton strives to maintain a healthy workplace and productive environment for all faculty, staff, students, and visitors. For that reason, the University allows smoking on campus only in designated smoking areas. "Smoking" is defined as the smoking of tobacco, other nicotine products, and/or smoking devices that expel a smoke or vapor. It includes, but is not limited to, use of cigarettes, electronic cigarettes, cigars, and pipes.

1. Smoking is allowed only in the exterior designated smoking areas. All tobacco products should be disposed in appropriate smoking receptacles – not on the ground. Designated smoking areas are clearly marked with signs. (see the Designated Smoking Areas Map).
2. Public streets, alleys, and sidewalks are not affected by this policy nor are any privately owned vehicles. Smoking is not allowed on University owned roadways, parking lots outside of designated areas, and sidewalks.

3. All University buildings including student residence halls and apartments (per the University of Dayton Housing Contract) are smoke free, except for University Houses.
4. Smoking is also prohibited in all vehicles owned or leased by the University, including golf carts and club car type vehicles.
5. In our continued efforts to promote a healthy environment, we offer those seeking to quit smoking cessation assistance through the University's Human Resources office.

Unlawful Harassment Prevention Training

When employees are hired and annually thereafter, they are sent a unique link to online training specific to their employment category. The University of Dayton is committed to maintaining an inclusive campus environment that is free of unlawful discrimination. As a result, you will be asked to complete an online training program, "Unlawful Harassment Prevention." The training is administered by Workplace Answers, a nationally recognized firm that works with universities to provide training in this area.

You will be receiving an email from Workplace Answers with the subject line, "Course Registration For (Your Name)." Please do not delete this because it provides your personal link to the mandatory training session which you should complete as soon as possible.

The strength of the University of Dayton is our community. Your help in maintaining a campus environment that respects the dignity of all people is appreciated.

Work Breaks

According to the Fair Labor Standards Act, you are not eligible for a rest break during work hours. However, most on-campus employers allow a 15 minute paid work break for every four hours of continuous work. Your work break is a privilege and if you abuse it your employer may cancel it. You cannot substitute your break for the first or last fifteen minutes of your work shift. If you are scheduled to work over a meal period you should plan to eat before or after your work shift. You will not be provided with an official paid meal break. If you work eight continuous hours, you are entitled to a one hour unpaid break. You should check with your employer for further information regarding your employing department's break policies.

Worker's Compensation Policy

All students employed by the University of Dayton are insured under State Workers Compensation Laws. Ohio law provides for the payment of medical care expenses if you are injured while performing official employment related duties at the University of Dayton.

Disabilities and Escort Services

Students with Disabilities

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, provide that no otherwise qualified disabled student shall receive unequal treatment or be discriminated against under any program or activity receiving federal financial assistance. This means that a disabled employee must be able to perform the "essential functions" of his or her job, with or without reasonable accommodation. If you have a physical or mental impairment which limits your activities and wish to pursue an on-campus position, you should contact a representative in Student Employment in order to find a position which fits your abilities and interests. You are also encouraged to visit the Office of Learning Resources website for additional assistance.

Escort Service

The University of Dayton provides a free escort service within the university area. This service is staffed by Department of Public Safety student employees using clearly marked automobiles. The service provides free rides anywhere within the university area and is available during the following hours during the academic year:
- Sunday through Wednesday: 7:00 PM to 2:00 AM
- Thursday, Friday, and Saturday: 7:00 PM to 3:00 AM

To utilize the Campus Escort Service, call 937-229-2124 during service hours. Please plan ahead and call early, as this is a very popular service and there may be a wait.

Section 7 – Appendix

DIVISION	ORGN	DEPARTMENT
Assoc Provosts and Library		
	2711	Academic Learning Inititiatives
	2705	Artstreet Programming
	1060	Assoc Provost - Learning&Pedagogy
	1028	Associate Rector
	1049	Athletics Academic Coordinator
	2699	BEST Program - China
	1280	Career Services Center
	2700	Center for International Programs
	2319	Center for Leadership
	2728	Common Academic Program
	2840	Continuing Education
	1260	Coordinator International Serv
	1123	Diversity Initiatives
	1270	Experiential Learning
	2715	Faculty Development Program
	1050	Graduate School Admin
	2702	Intensive English Program
	2701	International Learning Support
	2712	LTC - Writing Research New Media
	2739	Learning Teaching Ctr Operating
	2706	Marianist Hall Programming
	1391	Office of Learning Assistance
	1333	Office - Students w/Disabilities
	1025	Past President - Curran
	1040	Provost
	2910	Roesch Library
	2920	Roesch Library - Marian Initiatives
	8200	Student Aid - Graduate
	1285	Student Employment
	1393	Student Success
	2830	UDCI Dayton Support
	2680	University Honors Program
	1027	Womens Center Operation
College of A & S - Dean		
	2012	A & S Computing/Technology Ctr
	1470	Arts and Cultural Events
	2010	College of A & S Dean office
	2017	Curricular Learning - Living Com??
	2685	Institute Pastoral Initiative
	2727	University Prof - Faith/Culture
College of A & S - Fine Arts		
	2141	Comm- Theatre Arts Production
	2142	Communication - Theatre
	2164	Music
	2160	Sears Recital Hall
	2163	Visual Arts
College of A & S - Humanities		
	2026	Alumni Chair in Humanities
	2028	CTC Labs
	2140	Communication

DIVISION	ORGN	DEPARTMENT
	2020	Core Curriculum
	2040	English
	2022	General Education
	2070	Global Languages & Cultures
	2030	Graul Chair - Language/Fine Arts
	2050	History
	2029	Humanities Bldg Language Lab
	2090	Philosophy
	2091	Philosophy - India
	2120	Religious Studies
	2690	Womens Studies
College of A & S - Sciences		
	2220	Biology
	2230	Chemistry
	2290	Computer Science
	2240	Geology
	2024	Hanley Sustainability Institute
	2021	INSS Integrated Nat Sci Seq
	2260	Mathematics
	2280	Physics
	2222	Pre Med Program
	2225	Vivarium Facility
College of A & S - Social & Behavioral Sciences		
	2150	Criminal Justice Program
	2134	Ferree Professorship
	2023	Human Rights Center
	2105	International Studies Major
	2060	Military Science
	2100	Political Science
	2025	Prelaw Program
	2110	Psychology
	2137	RL Fitz Ctr - Comm Engaged Learning
	2133	RL Fitz Ctr - Leader/Community
	2135	RL Fitz Ctr - Research
	2136	Rivers Institute
	2033	Roesch Chair in Social Science
	2130	Sociology & Anthropology
Division of Enrollment Management		
	1255	1st Year Success & Retention
	8050	Admission and Financial Aid
	2862	BEST Progam - Dayton
	1660	Catalogs & Bulletins
	1294	Enrollment Management IT
	1292	Enrollment Management Marketing
	1290	Enrollment Management Operations
	1550	Enrollment Services
	1252	International & Grad Recruitment
	1302	Media Relations
	1250	New Market Development
	1555	Registrar
	8160	Student Fellows Program

DIVISION	ORGN	DEPARTMENT
	2850	UDCI Academic Program
	1301	Univ Comm Admin & Pubs
	1300	University Marketing
President		
	1010	Board of Trustees
	1380	Campus Ministry
	1029	General Counsel
	1035	Govt & Regional Relations
	1020	President
	1024	Rector
School of Business		
	2320	Accounting
	7520	Artstreet Cafe
	2332	Business - Information Technology
	2370	Business Research Group
	2350	Center for Portfolio Management
	2360	Crotty Ctr - Enterprise Leadership
	2340	Economics and Finance
	7500	Flyer Enterprises
	7501	Flyer Enterprises - IT Group
	7503	Flyer Enterprises Catering
	7505	Flyer Enterprises Misc. Sales
	7540	Flyer Enterprises Storage
	7502	Flyer Enterprises - Corporate Exp
	7515	Heritage Center Cafe
	2380	MBA Program
	2382	MBA@Dayton Ongoing Operations
	2331	MIS/Oper Mgmt/Decision Science
	2330	Management and Marketing
	2317	Media Production Group
	2312	Schl Bus - Ctr for Academic Success
	2310	School of Business Dean Office
	7530	The Blend
	7535	The Blend Express
	7525	The Jury Box
School of Education		
	2492	2U SEHS MSE Ongoing Operations
	7480	Bombeck Family Learning Center
	2470	Counselor Education
	2940	Curriculum Materials Center
	2413	Doctoral Studies Education
	2450	Educational Leadership
	2430	Educational Placement Center
	2497	Graduate Education Columbus North
	2498	Graduate Education Dublin
	2490	Graduate Education Online
	2460	Health and Sport Science
	2480	Institute Tech Enhanced Learning
	2465	Physical Therapy - Doctoral Program
	2467	Physician Assistant - Masters Prog
	2410	School of Education Dean Office

DIVISION	ORGN	DEPARTMENT
	2420	Teacher Education
School of Engineering - Dean		
	2810	Center for Competitive Change
	2520	Chemical Engineering
	2530	Civil and Environmental Engineering
	2560	Diversity Engineering Program
	2513	ETHOS
	2540	Electrical & Computer Engineering
	2573	Electro-Optics & Photonics
	2512	Engineering Advising
	2600	Engineering Computing/Info Serv
	2511	Engineering Industry Relations
	2590	Engineering Management & Systems
	2610	Engineering Mgmt Systems & Technlgy
	2516	Engineering Outreach
	2611	Engineering Technology UG China
	2625	Innovation Center
	2670	Interdiscip Iniatives-STEM
	2571	Materials Engineering Program
	2550	Mechanical & Aerospace Engr
	2605	Schl Engineering Lab Managers
	2510	School of Engineering Dean Office
	2630	Visioneering Center
School of Law		
	2762	Law School Academic Support
	2755	Law School Admissions
	2764	Law School Bar Passage Program
	2757	Law School Career Services
	2753	Law School Clinic
	2759	Law School Computer Department
	2758	Law School Development Office
	2756	Law School External Relations
	2760	Law School Library
	2766	Law Strategic Initiatives
	2750	School of Law
	2763	law School Student Affairs
UDRI - Aerospace Mechanics Div		
	4221	Aerospace Mechanics Div-Ofc
	4229	Experimental & Applied Mechanics
	4263	Impact Physics
	4286	Machine Shop
	4264	Structure&ComponentCharacterization
	4225	Structures
	4228	System & Sustainment Engineering
UDRI - Energy & Environmental Eng Div		
	4368	Alternative Fuels Synthesis
	4366	Combustion
	4361	Energy & Environmental Eng-Ofc
	4362	Engineering Services
	4284	Environmental Engineering
	4369	Environmental Microbiology

DIVISION	ORGN	DEPARTMENT
	4363	Fuel Science
	4364	Fuels Engineering
	4365	Modeling and Simulation
UDRI - Energy Technologies & Materials Div		
	4371	Additive Mfg & Repair Technologies
	4303	Advanced High-Temperature Materials
	4311	Advanced Power Components
	4312	Advanced Thermal Materials &Systems
	4367	Aerospace Product Support Eng'g
	4314	Applied Combustion and Energy
	4372	Applied Corrosion Technologies
	4313	Bioenergy & Carbon Mitigation
	4373	Communications & Program Support
	4307	Electrochemical Power
	4305	Electromagnetic Materials
	4301	Energy Technologies & Matls Div-Ofc
	4306	Magnetic Materials
	4309	Nano Physics
	4402	Nanochemistry & Nanoengineering
	4310	Optical Materials
	4302	Power Components
	4330	Thin Film Technologies
UDRI - Mnf/Techn Solutions Accelerator Ofc		
	4441	Mnf/Techn Solutions Accelerator Ofc
UDRI - Multiscale Compos & Polym Div		
	4333	Additive Manufacturing Tech Develop
	4332	Advanced Composites
	4335	Advanced Composites
	4336	Advanced Composites-Analytics
	4327	Advanced Polymers
	4334	Composites Manufacturing & Testing
	4331	Multifunctional Structures & Matls
	4321	Multiscale Compos & Polym-Ofc
UDRI - Nonstructural Materials Div		
	4383	Aerospace Materials Sustainment
	4289	Coatings, Corrosion, and Erosion
	4292	Corrosion Science & Engineering
	4322	Fluid and Lubricant Technologies
	4329	Lubricant Eval & Performance
	4308	Materialography and Analytics
	4304	Microanalytical Laboratory
	4324	Nanoelectronic M&P and Devices
	4381	Nonstructural Materials-Ofc
	4382	RI NEST Laboratory
	4291	Sealant and Elastomeric Materials
	4325	Surface Analysis Lab
UDRI - Research Operations		
	4060	AD Research Operations
UDRI - Sensor APEX Office		
	4423	Information Processing&Compression
	4425	RAPID

DIVISION	ORGN	DEPARTMENT
	4422	SPIRE
	4424	Scalable Computing
	4421	Sensor APEX-Ofc
	4426	UAS and Embedded Systems
UDRI - Sensor Systems Div		
	4293	Biological & Chemical Sensors
	4224	Human Factors
	4404	ISR
	4407	Manufacturing Solutions FASTLANE
	4403	Remote Sensing
	4401	Sensor Systems-Ofc
	4406	Sensor Test and Evaluation
	4405	Software Systems
UDRI - Structural Integrity Div		
	4344	Adv Materials Characterization
	4287	Failure Analysis – Electronics
	4288	Failure Analysis – Structures
	4346	Integrated Mthds Matls Charactztn
	4342	Life Management
	4343	NDE Engineering
	4341	Structural Integrity-Ofc
	4290	Structures & Materials Evaluation
UDRI Administrative Offices		
	4080	Purchasing and Property
	4012	RI-Office of the Director
	4070	Research Accounting
	4100	Research Inform Techn Office
UDRI VP for Research		
	4050	Contracts & Grants
	4030	Technology Partnerships
	4810	VP Res & Exec Director UDRI
	4811	VP Res & Exec Director UDRI
UDit		
	1160	Consolidated Web Strategy
	2730	Educational IT
	2748	Educational IT - Fixed Costs
	2742	IT Training
	2734	System Integration Fixed Costs
	2749	UDit - Sears Recital Hall
	1933	UDit Admin Op Fixed Costs
	1153	UDit Admin Sys - Dev Fixed Costs
	1150	UDit Admin Systems - Development
	1068	UDit Associate Prov & CIO
	1628	UDit Networking Fixed Costs
	1925	UDit Techn Support IT Contracts
	1920	UDit Technology Support Services
	1631	UDit Telecom/NW/Video Income
	1635	UDit Telecommunications
	1627	Udit Voice Fixed Costs
	2747	Web Development
VP Advancement		

DIVISION	ORGN	DEPARTMENT
	1823	Advancement Information Systems
	1833	Alumni Chapter Activities
	1830	Alumni Outreach - Admin
	1831	Annual Giving
	1801	Annual Support - Admin
	1812	Athletic Fund Raisiing
	1832	Class Reunions Programs
	1820	Communications - Admin
	1814	Constituent Programs
	1819	Constituent Relations - Admin
	1804	Corporate Relations
	1803	Development
	1802	Direct Marketing
	1828	Donor Relations
	1810	Planned Giving
	1821	Publications
	1813	Special Events
	1806	Telefund
	1851	University Marketing
	1800	VP Advancement
VP Athletics		
	7619	Academic Enhancement
	7880	Arena Concessions
	7998	Arena Events
	7605	Arena Technology Operations
	7620	Associate Athletic Director
	7750	Asst Athl Dir-Non Rev Sports (Temp)
	7630	Athletic Business Affairs
	7638	Athletic Corporate Sales
	7756	Athletic Support Services
	7835	Athletics
	7639	Athletics Graphics/Branding
	7637	Athletics Marketing
	7660	Baseball
	7650	Basketball - Men
	7621	Basketball - Women
	7720	Cross Country - Men
	7775	Equipment - Arena
	7751	Equipment - Frericks Centr
	7640	Football
	7670	Golf - Men
	7628	Golf - Women
	7785	ICA Box Office
	7757	M & W Basketball Conditioning
	7992	MBKB WBKB Game Management
	7958	NCAA VB Round 1 and 2
	7629	Rowing - Women
	7615	Season Tickets and Promotions
	7635	Senior Assoc Athletic Director
	7700	Soccer - Men
	7624	Soccer - Women

DIVISION	ORGN	DEPARTMENT
	7625	Softball
	7758	Sports Complex Fields
	7770	Sports Information
	7755	Strength/Conditioning
	7680	Tennis - Men
	7626	Tennis - Women
	7622	Track & Field - Women
	7760	Trainers
	7600	University of Dayton Arena
	1620	VP Athletics Administration
	7627	Volleyball
VP Finance and Admin Division - Asst VP Finance		
	1080	Accounting Systems & Budgeting
	7570	Asst VP - Auxiliary Services
	1090	Bursar
	1645	Central Receiving
	8090	Federal Programs
	1130	Treasurer
VP Finance and Admin Division - Audit Risk and Compliance		
	1095	Audit Risk and Compliance Office
	6110	Environmental Safety
VP Finance and Admin Division - Budget Office		
	1085	Budget Office
	6070	Office of Public Safety
	7550	Parking Lot Administration
VP Finance and Admin Division - Dining Services and One Card		
	7277	Au Bon Pain
	7287	Barrett/Marianist Dining
	7289	Brown St. Bistro
	7241	Dining Central Production
	7220	Director of Food service
	7280	KU Cafeteria and Dining Rooms
	7283	KU Catering Services
	7260	Marycrest Dining Rooms
	1370	One Card Operations
	7295	The Chill
	7270	The Emporium
	7291	The Galley
	7293	The Landing
	7240	Virginia Kettering Dining Hall
VP Finance and Admin Division - Equity Compliance Office		
	1075	Equity Compliance Office
VP Finance and Admin Division - Facilities Management		
	6061	Boiler Room
	6050	Custodial Services
	6103	Electronic Access Control
	6045	Facilities - Sustainability
	6042	Facilities Construction Mgmt
	6010	Facilities Management Admin
	7135	Facilities Mgmt - Residential Prop
	6040	Facilities Planning & Space

DIVISION	ORGN	DEPARTMENT
	6105	Maintenance Stockroom
	6030	Management of Grounds
	6195	Old River Park Grounds Costs
	6100	Operations - Facilities Management
	6170	Operations Fitz Ctr - CPC
	6190	Operations-River Ctr WHQ 1700
VP Finance and Admin Division - Purchasing Office		
	7410	Bookstore
	7411	Bookstore Catelog Sales
	7430	Bookstore Spirit Shop
	7420	Computer Store
	1740	Copy Center
	1640	Post Office
	1743	Postage
	1100	Purchasing
VP Finance and Admin Division - VP Finance and Admin Services		
	1170	Administration
	1655	Legal Services
	1070	VP for Finance & Administration
VP Finance and Admin Division - Vice President HR		
	1591	Staff Benefit Wellness Program
	1592	Staff Benefits Empl Train & Dev
	1120	Vice President HR - Admin
VP Marketing and Communications		
	1750	MarComm Operations
	1765	University Magazine
	1770	Video Production
VP Student Development		
	6122	Aquatics
	1227	Asst VP Health and Wellness
	1223	Asst VP for Leadership Formation
	7122	Caldwell Street Apts HRL
	1490	Campus Recreation-Administration
	7170	Campus South
	7173	Campus South Operations
	1360	Center for AOD Res & Educ
	1485	Club Sports
	1303	Communications & Community Relation
	1230	Community Standards & Civility
	1390	Counseling Center
	1420	Daytonian
	7085	Dean of Students
	1481	Fitness
	1450	Flyer Radio
	7180	Founders Hall
	7182	Founders Hall HRL
	7183	Founders Hall Operations
	1530	Fraternity and Sorority Life
	7141	Garden Apartment Operations
	7140	Garden Apartments
	7142	Garden Apartments HRL

DIVISION	ORGN	DEPARTMENT
	1320	Health Center
	7050	Housing & Residence Life
	1480	Intramural Sports
	1542	KU Campus Box Office
	1541	KU Games Room
	1543	KU Information Center
	1544	KU Operations
	1366	LGBTQ Support & Education
	7148	Lawnview Apartments
	7100	Marianist Hall
	7101	Marianist Hall - Learn Space
	7102	Marianist Hall HRL
	7103	Marianist Hall Operations
	1482	Marketing
	7200	Marycrest Hall
	7202	Marycrest Hall HRL
	7203	Marycrest Hall Operations
	7131	McGinnis Center
	7138	N Student Neighborhood HRL
	1521	New Student Programs
	1331	Office of Multicultural Affairs
	6075	Office of Public Safety
	6121	Operations
	7552	Parking Lot Administration
	1484	Rec Kids
	1486	RecPlex - Outdoor Recreation
	6120	Recreational Facilities
	7055	Res Hall Guest Enforcement
	7054	Residence Hall Assoc
	7150	Residence Hll Conferences
	7130	Residential Properties
	7137	S Student Neighborhood HRL
	1364	Sexual Violence Prevention Educ.
	7160	Stuart Hall
	7162	Stuart Hall HRL
	7163	Stuart Hall Operations
	1340	Student Devel Assessment & Planning
	7090	Student Devel Aux Holding
	1215	Student Development IT
	1510	Student Leadership Programs
	1537	Student Life
	1540	Student Life & KU
	7134	Student Neighborhd Resid Prog South
	7153	Summer School Operations
	1245	UDCI Director of Student Life
	1210	VP for Student Development
	7193	Virginia Kettering Hall Operations
	7190	Virginia Kettering Residence Hall
VP for Research		
	4090	Business Development
	4201	Sustainment Tech Integ Office

Email Templates for Student Hiring Managers and Supervisors

Pending:

Thank you for applying to {position name}. Your resume will be reviewed soon after the posting has closed. If you are chosen for an interview, you will be notified.

Sincerely,

Reviewed:

Thank you for applying to {position name}. Your resume is currently under review by our department. If we feel that you meet the qualifications for the position, we will contact you. We appreciate your time and interest in our position.

Sincerely,

There are different reasons why an applicant may be Declined. Here are a few options:

Do Not Meet Minimum Qualifications:

Thank you for your interest in this position. Based on your resume, you do not meet the minimum qualifications for this position.

If you have questions about this or believe that your resume did not adequately reflect your qualifications for this position, please let me know or send an updated resume.

Sincerely,

No Interview – More Qualified Candidates:

Thank you for applying for this position. Please know that we have given your resume a careful review, but at this time we are unable to offer you an interview due to the high number of qualified candidates. We appreciate your time and interest and wish you every success as a student at UD.

Sincerely,

Interviewed – Not Selected:
Note: we HIGHLY recommend you call these students personally rather than simply sending an email.

Thank you for interviewing for this position.   After careful review of your qualifications and experience, unfortunately, we are unable to offer you this position. We appreciate your time and interest and wish you every success as a student at UD.

Sincerely,

If you have to cancel a posting, consider Bulk Messaging students:

Thank you for your interest in this position. However, this posting has been canceled. We apologize for the inconvenience, but the department will no longer be hiring students for this position. We appreciate your time and interest and wish you every success as a student at UD.

If you are still in search of student employment opportunities at UD, please log into Hire a Flyer.

Sincerely,

PURPOSE: To set forth the University's commitment to equal employment opportunity.

SCOPE: All University of Dayton employees and applicants for employment.

POLICY: In accordance with its Catholic and Marianist mission, the University is committed to the principles of diversity, inclusion, and equal opportunity. Equal opportunity shall be assured in employment decisions such as hiring and termination, promotion and demotion, job assignment, transfer, compensation, discipline, training and development. The University is committed to providing equal employment opportunity for all employees and applicants for employment without regard to age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, gender identity, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation.

All employees must comply with this policy and are expected to support it. All managers and supervisors have a responsibility to be knowledgeable about the policy, to communicate it to employees, and to ensure compliance with the policy in their areas of responsibility. Any manager or supervisor who observes or learns of conduct that may constitute a denial of equal employment opportunity must report it immediately in accordance with this policy.

When the University receives a report or allegation of a violation of this policy, it will promptly investigate the matter. If an investigation reveals that a violation has occurred, the University will take appropriate corrective and preventive action. When the investigation has been concluded, the University will inform the complaining party of the results of the investigation.

REFERENCE DOCUMENTS:

1. University of Dayton Nondiscrimination and Anti-Harassment Policy
2. University of Dayton Equity Complaint Process
3. University of Dayton Policies and Procedures Manual

POLICY HISTORY:

Approved in its original form: August 12, 1992;

Approved as amended: March 15, 1994;

Approved as amended: October 16, 1998;

Approved as amended: October 21, 2000;

Approved as amended: May 13, 2005;

Approved as amended: June 4, 2014; (This policy was formerly part of the Affirmative Action Policy. Both policies are now maintained as separate and distinct policies.)

Approved as amended: May 5, 2015

Equal Employment Opportunity Policy, (continued)

POLICY:

There will be no retaliation against any employee who makes a complaint with a good faith belief that a violation has or may have occurred, or who has cooperated with an investigation of such a complaint.

Reporting
Any employee who believes that a violation of this policy has occurred should notify the Title IX/504 Coordinator & Equity Compliance Officer ("Equity Compliance Officer"). The procedure for reporting is detailed in the University Equity Complaint Process. Employees may also report an incident using the Bias Related Incident Process (BRIP) via this link (http://www.udayton.edu/provost/diversity/process.php).

Employees with questions about this policy are encouraged to contact their supervisor, the Office of Human Resources or the Equity Compliance Officer.

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization

1. U.S. Passport or U.S. Passport Card
 	
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
 	
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
 	
4. Employment Authorization Document that contains a photograph (Form I-766)
 	
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
  a. Foreign passport; and
  b. Form I-94 or Form I-94A that has the following:
    (1) The same name as the passport; and
    (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
 	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI
		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
		
		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
		
		3. School ID card with a photograph
		
		4. Voter's registration card
		
		5. U.S. Military card or draft record
		
		6. Military dependent's ID card
		
		7. U.S. Coast Guard Merchant Mariner Card
		
		8. Native American tribal document
		
		9. Driver's license issued by a Canadian government authority
		
		For persons under age 18 who are unable to present a document listed above:
		
		10. School record or report card
		
		11. Clinic, doctor, or hospital record
		
		12. Day-care or nursery school record
				1. A Social Security Account Number card, unless the card includes one of the following restrictions:
				  (1) NOT VALID FOR EMPLOYMENT
				  (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
				  (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
				
				2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
				
				3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
				
				4. Native American tribal document
				
				5. U.S. Citizen ID Card (Form I-197)
				
				6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
				
				7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.