

Important Things to Remember

FWS Student Employment:

3 or fewer students employed-

Ebonie does paperwork

4 or more students employed-

Supervisors are asked to do paperwork

Please use supervisor help form if you're hiring 3 or fewer students

Remember to monitor student awards and overall department allotment

LEAP

Try to interview and rank students within two-week timeframe for LEAP1 hiring

Student Feedback forms for LEAP students

Monthly

WTE

Manual Timesheets are necessary if LEO timesheet is not submitted.

For FWS Student and supervisor sign

For LEAP Student and I sign based on paper timesheet

FWS Help/ Hire Link

<http://bit.ly/HIREFWS2016>

LEAP Request

<http://bit.ly/REQUESTLEAP>

Important Dates to Remember

April 9-15 Student Employee Appreciation Week

December 12th - February 10

Application for Student Employee of the Year Accepted

FWS students

can begin as early as **8/16/16**

and can work until **5/15/17**

or until FWS award is depleted

LEAP 1

Hiring Timeline:

6/1/16-Students begin paperwork

8/26-LEAP positions due from department work sites

8/29-Students begin UNIV 130 course

8/29-9/2-LEAP students select LEAP positions of interest

9/2-Departments will be sent resume books

9/15 @ 5:00pm-Supervisor selection forms due

9/16-9/22-Student Placements

9/16-9/30- Students Start

LEAP 2

Hiring Timeline:

8/5-LEAP 2 students are notified as to if they will be eligible for LEAP 2

8/15-Supervisor will be notified regarding their returning LEAP2 students

8/22-9/2-LEAP2 students seeking new jobs sites will be placed

8/29-LEAP2 students eligible to start

9/1 and 9/2-LEAP2 Student Orientation



OLD DOMINION
UNIVERSITY

IDEA FUSION



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What is Federal Work Study?

Federally Funded Program

Employs around 260 students per year, who are able to work based on FWS Award

Departments hire students out of a candidate pool

Hiring Process

Job Description should be strong and include- Position Title, Department, Job Duties, Non-bias/prejudice Language, Necessary Skills or Ability, Estimated Work Schedule, and Pay Rate.

Positions should be posted on CareerLink

Hiring Paperwork

E1S-Use when a student has never worked on campus before-Packets available in CDS.

EPAF-Use when student has worked on campus before-Rehire, Termination, Pay rate changes

I9-Students must bring in documentation to satisfy the requirement for I9.

Students must bring in signed social security card

Pay rate-minimum 7.25 per hour-Supervisor sets pay

Students or Completed Hiring Paperwork must be in CDS office **10 calendar days** prior to start date

Interview Tips

Have pre-established interview questions. Avoid leading questions and limit simple yes-no questions
After you make your selection, notify other candidates to update them on their application status

Web- Time Entry/ Approval

Supervisors will approve students WTE via LEO online. Have students check to ensure LEO timesheet is available prior to the start of employment.

What is LEAP?

State Funded Program

Offers 124 freshmen and 50-54 sophomores a job on campus

Requires participants to attend career related classes and workshops

LEAP Goals

To employ students in their freshmen and sophomore year within a career related position.

To help students develop relevant career-related transferable skills

To help students identify future career paths

LEAP Supervisor Requirements

Once student placements have been made, work with student to establish a start date within 3 business days

Work with students to submit Work Site Agreement Form/ Assigned Employment Schedule

Mentor and evaluate students throughout the year

Ensure compliance with payroll procedures

Web-time Entry/Approval

Students **MUST** submit both Paper and LEO Timesheet

Site supervisors should designate at least 1 backup supervisor on Work Site Agreement Form

LEAP 1 and LEAP 2

Qualifying for LEAP 1

Must be a 1st-year freshmen student at ODU

Awarded LEAP in their financial aid package: based on FAFSA information/ need
Cannot be in a Federal Work Study (FWS) program

Requires participants to attend and pass UNIV 130 course during the first semester of LEAP

Qualifying for LEAP 2

Must pass UNIV 130 with a B or greater

Must have at least a 2.5 GPA

Must have satisfactory evaluation from past LEAP1 Supervisor

Sophomores required attending Professional Development Based Workshops during the year

Hiring Process

LEAP1 -

Students will make selections then departments will rank students. Student Employment Coordinator will finalize Student- Department Pairing

LEAP2-

Most students will return to previous sites

Departments should submit requests for LEAP student via LEAP Request Link

Job Duties should teach transferable skills

