

THE SUPERVISOR SCOOP

October 2023 — December 2023



Happy fall, WVU! Read on for important information and resources, including a letter from WVU Career Services Assistant Director of Operations, Erica LaRue, a spotlight on some awesome student employees at our University, and a few reminders to help you and your student employees finish the semester strong.

*Let's go.*TM

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Contact Us

Questions or concerns? Federal Work-Study supervisors, please [contact the WVU Hub](#). Regular student employment supervisors, please email WVU Career Services at studentemployment@mail.wvu.edu.

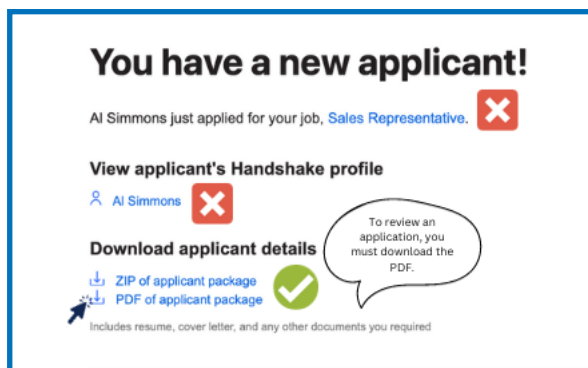
A Letter from Erica LaRue



Dear WVU Supervisors,

I hope your fall semester is going great! We're off to a record-setting year — in the past three months, we've had more than **1,065** regular student employment hires and **601** new Federal Work-Study hires. We couldn't be more appreciative of your continued participation in this process. As many of you are still actively hiring students, I want to highlight some helpful reminders for receiving student applications via email from Handshake.

The supervisor, or recipient of applications, has the responsibility to monitor and manage incoming student applications. The email subject line will read "You have a new applicant." Supervisors and/or the recipient of applications are added as a contact to Handshake so they can easily download the application package (PDF) without the hassle of navigating Handshake. An example is highlighted below. **Please note, you are not able to log in to Handshake as an employer or administrator.**



Keep in mind that each Handshake application expires after 30 days, so it is important to download and review the package shortly after receiving it. If you've received other applications in the past but are unable to download them because of the expiration, you can always contact us via the methods listed on the first page of this newsletter. Lastly, please be mindful that students are anxiously waiting for a response from their application(s). **If you decide not to hire an applicant, they must be informed after a decision has been made.**

Thank you again for your participation. Please contact me any time with questions or concerns.

Sincerely,

Erica LaRue

Assistant Director of Operations, WVU Career Services Center

Announcements



POSITION SPOTLIGHT REQUEST

Hoping to garner more attention for one of your open student employment or Federal Work-Study positions? Let us help spotlight your listing to qualified students! Please submit a [Handshake Position Spotlight Request Form](#) — we will use the information you provide to directly email qualified students with the position title, description, and a direct link to your job posting for quick access to apply.

HANDSHAKE POSITION EXPIRATION REQUEST FORM

Do you have an active job listing you no longer wish to hire for? You can request that your position be expired from Handshake by submitting the [Handshake Position Expiration Request Form](#). This is open to both regular student employment and Federal Work-Study positions.

MONITOR STUDENTS' TIME WORKED

If you employ a Federal Work-Study employee, it is of the utmost importance that you monitor their earnings to ensure you are abiding by federal regulations and your student is not exceeding their funding allotment. To assist with monitoring hours, we recommend utilizing the [Tracking Custom Salary Worksheet](#). Remember, any earnings student employees earn in excess of their work-study award are the responsibility of hiring department/agency to pay.

Important Dates



OCTOBER 19

[Education Virtual Career Fair](#) —

Thursday, October 19 from 3:00 p.m. to 6:00 p.m. Eastern

For organizations looking to fill full-time teaching and administration positions as well as substitute opportunities with elementary, secondary, and/or K-12 certification.

OCTOBER 24

[Occupational Health and Services Virtual Career and Internship Fair](#) —

Tuesday, October 24 from 10:00 a.m. to 1:00 p.m. Eastern

For hiring managers to connect with top talent for their internship and full-time recruitment needs for safety management, industrial hygiene, and occupational and environmental health sciences.

OCTOBER 27

[Dental Career Fair](#) — **Friday, October 27 from 3:30 p.m. to 5:30 p.m. Eastern**

Aimed at connecting employers with WVU School of Dentistry students who are ready to make an impact.

NOVEMBER 6

[Nursing Career Fair](#) — **Monday, November 6 from 4:30 p.m. to 6:30 p.m. Eastern**

Aimed at connecting employers with WVU School of Nursing students seeking full-time work and pre-nursing students seeking shadowing opportunities.

NOVEMBER 22 - 24

University closed for Thanksgiving holiday.

DECEMBER 22 - DECEMBER 26

University closed for Christmas holiday.

JANUARY 1

University closed for New Year's Day

PAY CYCLE SCHEDULE

| Pay Cycle | Pay Day |
|---------------------------------|--------------------|
| <i>October 8 - October 21</i> | <i>November 3</i> |
| <i>October 22 - November 4</i> | <i>November 17</i> |
| <i>November 5 - November 18</i> | <i>December 1</i> |
| <i>November 19 - December 2</i> | <i>December 15</i> |
| <i>December 3 - December 16</i> | <i>December 29</i> |

~~2024-2025 FAFSA LAUNCH DELAYED~~

The 2024-2025 Free Application for Federal Student Aid has been delayed due to changes being implemented by the U.S. Department of Education. The form is expected to launch in **December 2023**, and WVU's priority deadline remains **March 1, 2024**. Students should monitor their MIX emails and the [WVU Hub's FAFSA Simplification webpage](#) for updates.

~~SUPERVISOR RESOURCES AVAILABLE~~

- [Federal Work-Study Home](#)
- [Hiring an FWS Student](#)
- [Managing an FWS Position](#)
- [FWS Supervisor Forms](#)
- [WVU Supervisor Assessment](#)
- [Federal Work-Study New Hire Form](#)
- [WVU Career Services Home](#)
- [Student Employment](#)
- [Other Supervisor Resources](#)
- [Student Employee Evaluation Form](#)
- [Student Employee Handbook](#)

STUDENT EMPLOYEE SPOTLIGHT

The WVU Hub's Student Aid Operations

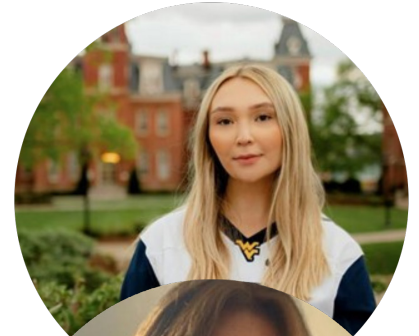
employs two student workers who assist with a variety of document and data entry processing tasks. “We could not be more impressed with their quick technological skills, professional interactions, and overall positive attitudes,” says Corrine Ullom, a Financial Aid Counselor at the WVU Hub. “It is truly a pleasure to get to work with both **Kaitlin and Taylor**. Our team is very lucky to have their added support!”

The WVU Career Services Center employs four front desk student workers who assist with a variety of tasks for both Student Employment and Career Services. Their duties include answering student employment questions for students, faculty and staff, posting on-campus jobs to Handshake, and scheduling student/alumni career coaching appointments.

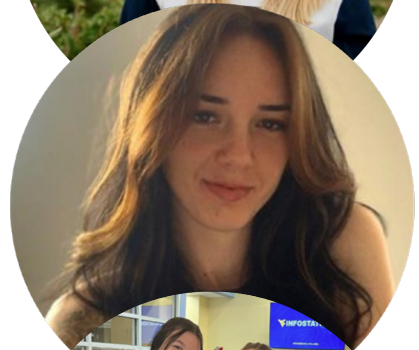
“**Hannah and Camryn** have shown substantial growth over the past three years assisting students, alumni and on and office campus hiring managers,” says Karen Grimsley, the office manager. “They have both grown significantly in their roles and have become mentors for other student workers in our office.

Alex and Ana have worked in the Career Services Center for two months and have quickly learned the services we provide. Their prompt attention to detail and our customers have made them an asset to our office. They have friendly personalities that have brought energy and joy to our work environment.”

Kaitlin Beegle



Taylor Walker



*Hannah Kincaid,
Camryn Davis*



Alex Nichols



Ana Oliveira

