

# THE SUPERVISOR SCOOP

April 2023 — June 2023



Happy Spring! We hope you are excited to finish this semester strong, support our graduating student employees as they embark on their next chapter, and look ahead to the 2023-2024 academic year.

Read on for career fair information, essential Federal Work-Study reminders, tips on recognizing your student employees during **Student Employee Appreciation Week**, and more!

As always, thank you for being a supervisor of WVU student employees.

*Let's go.*<sup>TM</sup>

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## Contact Us

Federal Work-Study supervisors, please [contact the WVU Hub](#).

Regular student employment supervisors, please contact WVU Career Services by emailing [studentemployment@mail.wvu.edu](mailto:studentemployment@mail.wvu.edu).

# Announcements



## **CALLING ALL HIRING MANAGERS**

WVU Career Services is hosting a Summer Job Fair on **Tuesday, April 18**, from 1:00 to 4:00 p.m. to emphasize to students how summer jobs can make a BIG impact on their resume by helping build professional skills. This event supports WVU supervisors and local organizations with specific summer opportunities for students to participate in while not in classes. If you are hiring summer staff, register to attend in the Vandalia Lounge in the Mountainlair. [Register here for the Summer Job Fair.](#)

## **SUMMER-FEDERAL-WORK-STUDY**

There is not Federal Work-Study funding available for Summer 2023. Any students that a department wishes to retain for summer employment must be hired on departmental funding through regular student employment.

## **RETURNING FWS EMPLOYEES**

The deadline to request current work-study students to return to their position for the 2023-2024 academic year has now passed. Any supervisor who wishes to employ a current Federal Work-Study employee next year will need to officially re-hire the student on or after **June 5, 2023**. Any supervisor that has requested returning students can expect a final list of returning students in early June. Remember, work-study eligibility can change and is subject to federal regulations. If a student's eligibility changes, supervisors will be notified.

# Important Dates

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## **APRIL 7**

**Spring Holiday** — University Holiday.

## **APRIL 12**

**WVU Virtual Career and Internship Fair** — Students can meet with employers during group and one-on-one sessions. Unlike in previous in-person events, students must pre-register for the event on Handshake. [See participating employers.](#)

## **APRIL 18**

**Summer Job Fair** — See Page 2 for more information.

## **APRIL 30**

**Final Day of JCPenney Suit-Up Event** — Students and alumni can shop discounts online until April 30 on select professional apparel, shoes, and accessories to start building a career wardrobe. To receive the special event coupon code, students [must register in Handshake.](#)

## **MAY 5**

**Last Day Federal Work-Study Students May Work** — No students may work using Federal Work-Study funding after May 5. If supervisors would like to retain their student employee for summer employment, they will need to be hired using departmental funding through WVU Career Services as a regular student worker.

## **MAY 29**

**Memorial Day** — University Holiday.

## **JUNE 5**

**Fall 2023 Work-Study Positions Open** — Eligible students can begin applying for positions for fall 2023. Supervisors may also begin submitting FWS New Hire Forms for 2023-2024 work-study employment.

# STUDENT EMPLOYEE APPRECIATION WEEK



*April 10 – April 14*

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Student employees are an essential part of West Virginia University's operations each and every year. Take this opportunity to show your student workers that they are a valuable part of your team, and continue to use these ideas to show appreciation throughout the year.



Surprise them with a workspace that has been decorated with streamers, balloons, or a special banner.

Give them a special shout-out in the staff group chat or Teams channel and celebrate all they have accomplished this year.



Buy them a cup of coffee or a cafe treat, or send them a gift card to use at a spot that is convenient to them.

Write them a note about how they have contributed to your team and how much you appreciate the work they put in.



# PAY CYCLE SCHEDULE

Pay Cycle	Pay Day
<i>March 26 - April 8</i>	<i>April 21</i>
<i>April 9 - April 22</i>	<i>May 5</i>
<i>April 23 - May 6</i>	<i>May 19</i>
<i>May 7 - May 20</i>	<i>June 2</i>
<i>May 21 - June 3</i>	<i>June 16</i>
<i>June 4 - June 17</i>	<i>June 30</i>
<i>June 18 - July 1</i>	<i>July 14</i>



## **SUPERVISOR RESOURCES AVAILABLE**

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