

# WVU Supervisor FAQ's

## What WVU unit oversees student employment?

Both Career Services and the WVU Hub manage student employment.

Career Services oversees regular student employment and manages Handshake. The WVU Hub oversees the Federal Work-Study employment program and manages financial aid.

## How is Federal Work-Study different from regular student employment positions?

Federal Work-Study (FWS) positions are paid out of federally designated funds. Students who are offered work-study must accept their offer in STAR to become eligible.

Regular student employment (non-FWS) positions are paid out of the departmental budgets of the colleges or units.

## What is Handshake?

Handshake is more than just a job posting site — it's a career services management tool designed for WVU students and alumni.

Every student automatically has a Handshake account using WVU login credentials.

Handshake allows WVU to be compliant with federal hiring guidelines and ensures Federal Work-Study dollars are used prior to institutional funds when funding positions.

## How do I post a job to Handshake?

Supervisors are required to post their student employment opportunities in Handshake, but don't need an account to do so. Graduate Assistantships are encouraged to be posted, but not required at this time.

Simply fill out the [Student Employment Job Posting Request Form](#). Most student employment positions should be posted as Federal Work-Study positions with the option to also post as regular student employment and accept applications from both pools of students. Your job is posted within two business days upon receiving the job posting request.

## Do I need a Handshake account to receive applications?

The recipient of applications is added to Handshake as a contact only, not a user. This will allow you to receive applications via email. Each time a student applies, the recipient of applications

will receive the required documents. You may also receive an email summary of all applicants once the job expires. The required documents include a resume and the student's work availability or class schedule.

## **How do I hire a student?**

To hire a Student Employee, you will need to:

1. Complete the short [WVU Supervisor Assessment](#). You must receive a one-time passing score of 80%.
2. Submit a [Student and Other NBE New Hire Form](#) which goes to Shared Services. On each page of the form, scroll down to click next. To hire a Federal Work-Study student, complete the [Federal Work-Study New Hire Form](#). For more information on the process to onboard a Student Employee, please read the Shared Services article, Processing Students for Payroll.
3. Shared Services will then instruct the student to process for payroll if they're not already an employee. For more information on student processing and onboarding, go to [Employee Processing](#).
4. Once the student has processed for payroll, you will receive an onboarding email from Shared Services that includes the earliest potential date that the student can start working.
5. You MUST receive the onboarding email before the student can begin working. Once you have received the official onboarding email, work with the student to determine their first day of work and their schedule for the semester. Remember, their first day of work must be on or after the official "Start Date" from the onboarding email.

## **How many hours can a student work per week?**

On-Campus student employees will work with their supervisor to establish a feasible work schedule. Student Employees can work from one to 28 hours per week on a semesterly basis throughout the fall and spring semesters. There are some exceptions in which Student Employees can work up to 40 hours per week. Student days off, such as spring break, are days the University itself is not officially closed for a University holiday. Therefore, student employees can work full-time during spring break if needed.