On-Campus Student Supervisor Handbook

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Student Employment

Section I

Value Statement

Because we, Career Development Services, support the Auburn Creed and the mission of Auburn University, we value:

- Empowering students with practical self assessment and job search skills so they may positively connect with employers.

- Providing an educational environment, training their minds to engage in research to choose a career path leading to career success.

- Teaching students honest and ethical ways to present and market themselves in their job search; as well as their legal rights as applicants and employees.

- Providing personalized services and valuing diversity while supporting students in the challenging process of choosing a major and pursuing a career.

- Striving to provide innovative services that best serve all cultures, generations and students. To accomplish this, we ourselves will continue learning and growing through research, outreach and instruction.

Vision Statement

Career Development Services at Auburn University will emerge as one of the nation's preeminent comprehensive career development and planning service programs in the 21st century. Central to all its functions will be the CDS core values and commitment of service to all its stakeholders including students, faculty, staff, alumni, administrators, businesses and places of employment, the local community and the State of Alabama. CDS will be widely recognized for the quality of its professional career development programs, the effectiveness of its consultation and outreach efforts, and the broad access to its services provided through the innovative use of information technology.

Affirmative Action Statement

Auburn University is an affirmative action/equal opportunity employer. It is our policy to provide equal employment opportunities (including provisions for training, development, transfers and promotions) for all individuals without regard to race, sex, religion, color, national origin, age, disability, or veteran status.

Mission Statement

The mission of the Auburn University Student Employment Program in Career Development Services is to provide employment opportunities to currently enrolled Auburn University students. Student employment fosters leadership and career development, substantive employment opportunities, transferable life skills, and personal growth for student employees.

The Student Employment Program has the following objectives:

1. To provide a broad range of job opportunities which provide leadership, transferable life skills and personal growth for student employees.
2. To provide students with employment opportunities in jobs that are vital to the operation of Auburn University and the surrounding community.
3. To foster student career development through a variety of employment experiences.

Services

Services provided by Student Employment include:

- maintaining a centralized listing of on-campus and off-campus student employment opportunities.
- developing quality on- and off-campus work experiences for students.
- providing assistance with resume writing, interview techniques, job search skills, and employment opportunities available.
- advising and training student employment supervisors.

Responsibilities

Administrative Responsibilities include:

- administering the Student Employment Policies and Procedures.
- determining the eligibility of students seeking on-campus employment.
- assuring that the work experience program provides meaningful and equal opportunity for all, regardless of race, religion, color, national origin, marital status, sex, age, handicap, sexual orientation, Vietnam era or disabled veteran status.

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Notes

Hiring

Section II

Overview of On-Campus Hiring Process

1. Post positions for student selection and recruitment at www.hire.auburn.edu
2. Determine Student Enrollment in Auburn University Classes
3. Determine Hiring Status of the Student
4. Determine the Number of Hours the Student Can Work
5. Complete and submit appropriate paperwork

Step 1:

- **Recruitment/Selection of Student Worker:**
    Excerpted from the Auburn University Personnel Policies and Procedures at
    www.auburn.edu/administration/human_resources/manual/sect02.htm: 2.15.2
    Campus Only Recruitment:
    If recruitment for a position vacancy is limited to eligible Auburn University employees, the
    vacancy will be posted for a minimum of five working days.

ALL STUDENT EMPLOYMENT POSITIONS MUST BE POSTED ON WWW.JOBS.AUBURN.EDU

Step 2:

Determine if the Student is enrolled in Auburn University classes.

- **Option 1:**
    Ask student to provide a copy of their current class schedule. If they are not enrolled this
    semester, ask for a copy of last semester's class schedule.

- **Option 2:**
    1. Log-in to AU Access.
        a. Click on the Employee Services tab.
        b. Scroll down to the Student Schedule Quick Links.
        c. Click on "View/Print Student Schedules."
    2. Determining if a student that does not currently have a schedule can or cannot work:
        a. Click on "Select Term" to ensure that you are looking at the semester in which you
        are hiring the student to work (i.e. If you are hiring for Fall 2008, you will need to
        look at the Fall 2008 schedule). Change to the term you need and hit "Submit."
        b. On the next screen, click on "View Student Schedule."
        c. Enter the student's Banner Id # in the "Student or Advisee ID:" box.
        d. Verify the student's name and hit Submit.
        e. If a schedule appears, continue to Step 3.
        f. If a schedule does not appear, hit the "Back" button until you get back to the screen
        that allows you to "Select Term."
        g. Click on "Select Term" and change it to the semester before the semester you are
        trying to hire the student to work (i.e. If you are hiring for Fall 2008, you will need to
        look at Summer 2008 schedule). Hit "Submit" once you have chosen the previous
        semester.
        h. On the next screen, click on "View Student Schedule."
        i. If a schedule appears for that semester, continue to Step 3.
        j. If a schedule does not appear, the student is not eligible to work as a student
        employee and MUST go through TES to work in your department. You will need to
        contact TES.

Step 3:

Determine the Hiring Status of Student:

1. Determine the hiring status of the student by reviewing the PEAEMPL screen in Banner Admin.

a. Type in the Banner Id# and click "Next Block."

b. Review the Employee Status and note the status. It should state "Active" or "Terminated."

c. Review the Home Department, Check Distribution, and District or Division. Does this have information in it?

d. Review the Last Work Date and note if it is blank or filled in.

Scenarios:

Scenario # 1:

- The Employee Status is "Active."
- The Home Department, Check Distribution, and District or Division are entered.
- The Last Work Date is blank.
- The number of hours the student can work will need to be determined. Complete an ePAF through Banner.

Scenario # 2:

- The Employee Status is "Active."
- The Home Department, Check Distribution, and District or Division are blank.
- The Last Work Date is blank.
- The student is a new hire and will need to fill out all paperwork.
- The paperwork should be sent to Student Employment, 303 Mary Martin Hall.

Scenario # 3:

- The Employee Status is "Terminated."
- The Home Department, Check Distribution, and District or Division are entered.
- The Last Work Date is filled.
- The student will need to be treated as a new hire and will need to fill out all paperwork.
- Send all completed paperwork to Student Employment, 303 Mary Martin Hall.

Step 4:

Determine the Number of Hours the Student Can Work:

- Regular Undergraduate Student Employees (not International, Work Study, or Assistantships) can work *up to 30 hours per week for all total jobs* and *up to 40 hours per week for all total jobs during a semester break*.
- A student that is considered a new hire or has been terminated can work up to 30 hours per week.
- A student that currently holds one position or more cannot work more than 30 hours per week *for all total jobs* which equates to .75 FTE.
    - View the NBIJLST screen in Banner Admin to see a list of all current positions the student is holding (note: current jobs will have a Begin Date entered and the End Date field will be blank).
    - Double click on the Position box and the NBAJOBS screen will open.
    - Click "Next Block" to see the Job FTE for that position. Be sure to write this number down.
    - If the student holds multiple current positions, go back to NBIJLST and repeat these instructions. You will need to add all of the FTEs to determine if the student can work an additional position.
    - When you have determined the student's current FTE, you will need to subtract the current FTE from .75 to get the number of hours the student can work in your position.

Example:

NBIJLST shows two positions

Position	Suffix
ST 5???	00
ST 5X??	00

NBAJOBS shows

Position	Suffix	Job FTE
ST 5???	00	.25
ST 5X??	00	.35

The Student's Current FTE is .60 (.25 + .35 = .60)

Therefore the student cannot work more than an FTE of .15 (.75 - .60 = .15) in the position for which you are hiring that individual.
.15 FTE = 6 hours (.15 * 40 = 6)

FTE Conversion Chart
FTE (Full-Time Equivalent) # of Hours

FTE (Full-Time Equivalent)	# of Hours
1	40
.75	30
.50	20
.25	10

Regular Undergraduate Student Employees (not International, Work Study, or Assistantships) can work *up to 30 hours per week for all total jobs* and *up to 40 hours per week for all total jobs during a semester break*.

Step 5:
Hire the student and fill out appropriate paperwork/ePAF based on the above information.

All New Hire and Re-Hire Separated Paperwork should be sent to Student Employment, 303 Mary Martin Hall. ePAFs are done electronically through AU Access.

Forms Required for Hiring

Forms	New Hire	Re-Hire Separated	Re-Hire Active	Currently Employed	Description
Bi-Weekly Paid Student Authorization Form	X	X			
Electronic Personnel Action Form *Appendix D*			X	X	PAF: Student may begin working ONLY when this form is available.
Personal Data Form	X	X			PDF: Serves simply as an information sheet on the student worker and is updated on a yearly basis. Any new job appointment also requires new PDF. You must supply HR with a current mailing address.
A-4 Form or **A-4E From**	X	X			Alabama Employee's Withholding Exemption Certificate
I-9 Form & supporting Documents	X	X			This form is only required of first-time, on-campus employees. This form is used to verify that new employees, whether U.S. citizens or resident aliens, are eligible for employment. See back of I-9 for required supporting documents.
W-4 Form	X	X			Unless a student wants to make changes, this form is only required of first-time, on-campus employees. This form indicates the employee's tax exemption choice.
Direct Deposit Form	X	X			Must be printed on light blue paper. Note: All AU employees must now use direct deposit. Direct questions to Ruth Olsen at 844.4183.
Soc. Sec. Card	X	X			University policy requires that you see an original, signed social security card, regardless of I-9 supporting documents presented. The copy goes to SE with the student's hiring paperwork.
International Students must go to OIE.					International students must also supply the **Alien Employment Form** obtained from the Office of International Education.

All New Hire and Re-Hire Separated Paperwork must be sent to Student Employment, 303 Mary Martin Hall.

Classifications

New Hires
This is a student who has never been employed at Auburn University. The student will need to complete all applicable employment, tax, and payroll forms.

Re-Hire Separated
This is a student who has been employed at Auburn University but is currently inactive in Banner HR as an employee. The student will need to complete all applicable employment, tax, and payroll forms.

Re-Hire Active
This is a student who has been employed at Auburn University and is still active in the Banner HR system as an employee; however, has no current jobs. The employer will need to complete an ePAF in Banner Self-Serve for approval to hire.

Currently Employed
This is a student who currently holds an active position(s) on campus. The student may work up to 30 hours per week for all total jobs and up to 40 hours per week for all total jobs during a semester break.

Types of Student Positions:

On-Campus Regular Student Employee Positions
These positions are open to all currently enrolled Auburn University students. The department pays 100% of student wages for regular student employees. Students are employed in a variety of positions in numerous areas of the University.

Federal Work Study Students
Federal Work Study provides job opportunities for graduate and undergraduate students demonstrating financial need to help pay for educational expenses. Financial need is derived from a student's FAFSA (Free Application for Federal Student Aid) information, and work study is part of a student's financial aid package. Off-campus work study jobs must be with a private non-profit organization or a public agency—work must be in the "public interest." Student work hours are dictated by recognized need, and the total amount earned cannot exceed the Work Study Award. A portion of the student's wage is subsidized by the government. For more information, visit the *Student Financial Services Office* at 203 Mary Martin Hall or call 844-4367.

Off-Campus Student Employment Positions
Off-Campus student employment positions range from part-time employment opportunities in the Auburn/Opelika area to seasonal, temporary and summer employment. These opportunities are open to all currently enrolled Auburn students. Wages and hours are set by off-campus employers. To view listed positions, visit www.jobs.auburn.edu.

Graduate Assistantships
Graduate Assistantships are administered and processed through the Graduate School. For more information, visit the *Graduate Assistant Handbook at www.grad.auburn.edu*.

Guidelines for Work Hours

Studies report that students who work in on-campus part-time jobs find beneficial effects—such as gaining experience and generating an interest in a particular academic field. Generally, students who work part-time only replace non-productive activities such as watching television (Kind & Bannon, p. 1; Learning, p.1). A Washington State Work Study Program survey found that "students who work 10 to 20 hours a week performed better academically than students who did not work, or who worked less than 10 hours a week" (Work, p. 1).

However, students report that working 25 or more hours a week negatively effects their studies, reduces and limits their class schedules, the number of classes they take and their ability to access the library. Ultimately, students are covered by the Fair Labor Standards Act so if they work 40 or more hours a week, they qualify for time and a half pay.

Recommended hours for Undergraduate Students:

Enrolled in Classes:
≤ 30 hours/week or ≤ .75 FTE

Not Enrolled in Classes:
≤ 40 hours/week or ≤ 1.0 FTE

Recommended hours for Graduate Students:

May work ≤ 40 hours/week or ≤ 1.0 FTE, but this includes all positions on-campus, student employment or not. Also, those students with assistantships must have a letter from their major professor stating that working more than .75 FTE will not have a negative impact on the student's academic program.

Eligibility for On-Campus Student Employees

- An individual enrolled in one or more semester hours at Auburn University.
- An individual not enrolled for the current semester but enrolled for the previous semester and the following semester.
- An incoming student is not eligible to begin work on-campus at Auburn University until five days before classes start. The five days should be used as a training period. Prior to this time, individuals must be employed through Temporary Services.

International Students

Immediately upon receiving a job offer, international students must go to the Office of International Education (OIE), located in 201 Hargis Hall, to be counseled on their work status. Students hold varying types of Visas, and to best protect our international population, OIE determines if international students are allowed to work. OIE provides eligible international students with the Alien Employment Form.

Recommended hours for Undergraduate International Students:

Semesters Enrolled in Classes*
≤ 20 hours/week or ≤ .50 FTE

*Must check with OIE for eligibility of hours if not enrolled.

To determine a Graduate International Student's eligibility, please check with OIE. Students may be eligible to work up to 40 hours/week.

Minimum Wage Information

The Student Employment Wage Scale is offered as a guideline to help supervisors assign appropriate wages for student employees. Please remember that it is never appropriate to pay high hourly wages as a favor to students or arbitrarily without consideration of qualifications, responsibilities or skills required for the job. On the other hand, do not underpay a student, demanding far more from the student than the wage indicates.

Pay increases are an excellent way to recognize students for merit, number of hours worked and seniority, and are often given on a semester or annual basis. Recognizing students' contributions through raises is an excellent way to decrease turn-over and increase morale.

Job Level	Suggested Wage Range	General Job Characteristics
Basic	$7.25 to $15.00	Minimum or no skills, limited responsibilities, limited to no previous experience. Duties are generally simple in nature and are closely supervised. Examples: custodial; data entry; filing; general office work; lawn care; making deliveries; mail processing; photocopying; snow/ice removal; receptionist/night-hosting; telemarketing; typing; and word processing.
Intermediate	Up to $18.00	Some special training required, may be of a complex or difficult nature. Examples: supervision of other student assistants; use of software that requires programming skills or text/graphic manipulation for design purposes; configuring/repairing equipment or use of materials that require special skills or knowledge because of danger or difficulty; making presentations to groups and responding to questions; tutoring; life-guarding; instruction; or coaching.
Advanced	Up to $22.00	Special skill or combination of special skills that may have been acquired through prior experience, through course work or both required. Little supervision required. This category covers those students performing professional level skills who are NOT pre-veterinary or pre-pharmacy students.
Project Based	Determined per position	Positions that pay students on the basis of work accomplished. Examples: written articles submitted on a random basis or for contributing to the work involved in putting on a special event. These might be positions that pay stipends.
Pre-Professional	Up to $22.00	Positions for pre-veterinary and pre-pharmacy students who perform highly specialized tasks.

Notes for Hiring (New Hires)

☐ ***Do not*** allow a student to begin work until paperwork has been processed completely by your department.

☐ ***Do*** type student's name as it appears on his/her Social Security Card when submitting all forms.

☐ ***Do*** encourage students to use their permanent address, not their school address, on official forms, and encourage them to update their paperwork if the permanent address changes.

☐ ***Do*** view an official, signed Social Security Card, ***not a copy or fax***, before completing a student's paperwork. Send copy of card to Student Employment—faxed copies are not allowed.

☐ ***Do not*** allow a student to work during scheduled class hours or exams, and we recommend that a student taking a full load of classes not work more than 15 to 20 hours a week.

Resources

AA/EEO Office Web site. (2002) [On-line]. Available: http://www.auburn.edu/administration/aaeeo/.

A guide to employee evaluations. (2001) *University of Wisconsin, Stevens Point, Student Employment Office Web site*: [On-line]. Available: http://www.uwsp.edu/centers/sieo/ employeeevaluation.htm.

Employee conduct and job performance rules. (2001). *Auburn University Human Resources Office Web site*: [On-line]. Available: www.auburn.edu/administration/human_resources/manual/ sect08.htm

HR 80/Corrective action report. (2001). *Auburn University Human Resources Office Web site*. [On-line]. Available: www.auburn.edu/administration/human_resources/forms/index.html

King, T & Bannon, E. (2002, April) At what cost? The price that working college students pay for a college education. *The State PIRGs' Higher Education Project*. Washington, D.C.

Learning and earning: Working in college. (2001). *Upromise Web site*. [On-line]. Available: www.upromise.com/corp/inthenews/research/learnearn.html.

Student employment at the University of Florida: Employer's handbook. (2000). *University of Florida, Office of Financial Affairs*. [Brochure]. Gainesville, FL.

Supervisor's guide to student employee conduct. (2001). *University of Wisconsin, Stevens Point, Student Employment Office Web site*: [On-line]. Available: http://www.uwsp.edu/centers/sieo/ employeeconduct.htm.

Tips for the good supervisor. (2001, Summer). *NSEA News*. 20 (7), 17.

Wersch, M.A. (1998). Interview guide for supervisors. Fifth Edition. College and University Personnel Association. Washington, DC.

Work works: Student jobs open front doors to careers. (2002). *NACE Web site*: [On-line]. Available: http://www.naceweb.org/info_public/publications.htm

Legal Issues & University Policies

Section III

Federal Constitutional & Statutory Provisions

Regarding Affirmative Action/Equal Employment Opportunity

UNITED STATES CONSTITUTION
Fourteenth Amendment
Guarantees equal protection of the laws.

FEDERAL STATUTES AND EXECUTIVE ORDERS
Equal Pay Act of 1963
Prohibits discrimination on the basis of sex in paying wages for equal work on jobs, the performance of which requires equal skill, effort and responsibility, under similar working conditions.

Title VI, Civil Rights Act, 1964
Prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal assistance.

Title VII, Civil Rights Act, 1964, (as amended by the Equal Employment Opportunity Act of 1972) Prohibits discrimination on the basis of race, color, religion, sex/gender, or national origin.

Age Discrimination in Employment Act, 1967, as amended, 1974 - Prohibits discrimination in employment decisions on the basis of age against any individual age 40 and over.

Older Workers Benefit Protection Act
Amended ADEA to specifically prohibit discrimination against older Americans in all employee benefits when age-based reductions in employee benefit plans are justified by significant cost considerations. Added rules on open window early retirement plans and releases.

Executive Order 11141, 1964
Prohibits age discrimination by federal contractors except on the basis of a bona fide occupational qualification.

Section 503 of the Rehabilitation Act of 1973
Requires government contractors to take affirmative action to employ and promote qualified handicapped individuals. Also prohibits employment discrimination against qualified persons with disabilities.

Section 504 of Rehabilitation Act of 1974
Prohibits discrimination against qualified individuals with disabilities in programs and activities receiving federal funds.

Vietnam Era Veterans Act, 1972
Requires all Federal government contractors to take affirmative action to employ and promote Vietnam veterans.

Civil Right Restoration Act of 1988
Overturns U.S. Supreme Court's 1984 decision in Grove City vs. Bell, and specifies that recipients of federal funds must comply with civil rights laws in all areas, not just in the particular program or activity that receives federal funding. Applies to Title IX of the Educations Amendments of 1972, Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Age Discrimination in Employment Act.

Civil Rights Act, 1968
Provides criminal penalties for interfering with employment based on race, color, sex, religion, and national origin.

Intergovermental Personnel Act
Requires state and local governments receiving IPA grants to treat all applicants and employees without regard to race, color, religion, sex, or national origin. It also requires affirmative action.

Executive Order 11246, as amended
Prohibits federal contractors from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. Further requires

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federal contractors to take affirmative action to hire and promote qualified minorities and women. Employers above $50,000 threshold required to devise and implement an Affirmative Action Plan (AAP) consisting of a "Workforce Analysis" and a "Utilization Analysis."

Title IX, 1972 Education Amendments to Civil Rights Act
Prohibits discrimination based on gender in all programs receiving federal funds. Non-discrimination on the basis of sex/gender in program and services. Regulations require gender equity in various programs and services. Parallels Title VII in employment, including coverage of sexual harassment, and extends same principles to harassment of students by employees.

General Revenue Sharing, 1972
Prohibits discrimination based on race, color, sex or national origin in programs funded by General Revenue Sharing.

Americans with Disabilities Act of 1990
Title I protects all applicants and employees with disabilities, defined as physical or mental impairments that restrict major life activities. Title I prohibits discrimination in hiring and terms and conditions of employment based upon disability; requires reasonable accommodation of disabilities; restricts collection and use of medical information from applicants and employees.
Title II covers all beneficiaries of programs and services of a public institution, including students and members of the public. Title II requires accessibility of all programs and   services, including employment.

Civil Rights Act of 1991
Amends the Civil Rights Act of 1964 to restore and strengthen civil rights laws against discrimination in employment. Changes statute of limitation from 180 days to 2 years, provides for jury trial of discrimination cases, and for compensatory and punitive damages.

Anti-Harassment and Non-Discrimination Policy and Grievance Procedure for Students

1. INTRODUCTION

Auburn University is committed to providing a working and academic environment free from discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all its members.

2.POLICY

In accordance with applicable federal law, Auburn University complies with all regulations regarding unlawful discrimination against or harassment of its students. Any form of discrimination or harassment related to a student's race, color, sex, religion, national origin, age, sexual orientation, or disability (protected classes) is a violation of the Student Anti-Harassment policy. This policy is intended to cover any prohibited harassment of or discrimination against a student by other students, employees, or University agents. This policy also covers harassment of students by non-employees on University property or while engaged in University sponsored activities, as well as prohibited discrimination against students by University contractors.

The term "harassment" includes, but is not limited to: slurs, jokes, or other graphic or physical conduct relating to a student's race, color, sex, religion, national origin, age, disability or sexual orientation. Prohibited harassment includes any coercive behavior based on protected class status used to control or influence a student. It may be manifested by verbal and/or physical actions, gestures, unnecessary touching, requests for sexual favors, and physical assault.

3. DEFINITION

Sexual harassment in academic settings and in the employment arena where students are involved is defined as unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature when:

> 3.1. Submission to such conduct may be explicitly or implicitly a term or condition of a student's academic success or employment;
> 3.2. Submission to or rejection of such conduct may be used as the basis for employment or academic decisions affecting the student and the student's total educational and/or work experience; or
> 3.3. Such conduct has the purpose or effect of substantially interfering with a student's employment or academic performance or creates an intimidating, hostile, or offensive work or educational environment.

Prohibited harassment based on race, color, age, religion, disability, national origin, or sexual orientation is also covered by this policy. The definition of sexual harassment used above may be applied to other forms of prohibited harassment as well.

4. PROHIBITION AGAINST RETALIATION

It is a violation of this policy to take an adverse employment or academic action against a student, faculty, or staff member because they have opposed a practice they reasonably believe to be discriminatory, or filed any complaints or charges with any state or federal agency or participated in an agency investigation or proceeding.

5. REPORTING AND RESOLUTION PROCEDURES

Students who believe they have been discriminated against on the basis of their race, color, sex, religion, national origin, age, sexual orientation, or disability should report incidents to the Office of Affirmative Action/Equal Employment Opportunity (AA/EEO). In addition to the Office of Vice President for Student Affairs, all faculty, staff, and administrators should assist students in directing their harassment and/or discrimination complaints to the Office of AA/EEO.

The Office of AA/EEO will investigate the incident and will consult with witnesses and other appropriate University officials as necessary. Complaints will be handled on a "need to know" basis with a view toward protecting the complaining party from possible reprisal and protecting the accused from irresponsible or mistaken complaints.

The Office of AA/EEO will first attempt to see if the complaint can be resolved on an informal basis by agreement of the complaining party and the accused. Every effort will be made to resolve complaints within 90 days. The informal process involves gathering facts and circumstances surrounding the complaint. Along with guidance and direction from the AA/EEO staff, each party will be asked to provide proposed solutions to the complaint. If the complaint is not resolved on an informal basis, a student may file a formal complaint or grievance.

Each individual has the right to proceed with or withdraw from the informal grievance procedure once it has been initiated. Issues should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the student when the initial complaint was filed.

The investigation record will consist of informal statements (not taken under oath) from the alleged victim, the alleged offender, and the witnesses.

If the results of the preliminary University investigation are accepted by the alleged victim as conclusive, and if he/she desires no further University action against the alleged offender, he/she shall sign a statement requesting the University take no further action.

If the complaint is not resolved conclusively by the preliminary investigation, the Office of AA/EEO will refer the matter to the University Provost or the President's appointed alternative.

It is the intention of the University to resolve complaints as quickly as possible. Except in extraordinary cases, all formal complaints will be investigated and resolved by the University Provost or the President's appointed alternative within 60 days of receipt.

If formal disciplinary action is warranted, a recommendation will be made to the appropriate University official for implementation of disciplinary action against any student, faculty member, or other University employee. Appropriate action will also be taken against non-University personnel who violate this policy, including formal complaints to their employer and/or restricting access to University property.

SOURCE: http://www.auburn.ed/administration/aaeeo/policies/policiesframe.html

Risk Management & Safety

All supervisors are responsible for ensuring students fully understand the hazards associated with their jobs and have been trained on the proper safety procedures that are necessary to prevent injury or illness. Supervisors are responsible for providing all the necessary personal protective equipment and training students on its proper use. Written safety procedures will be developed by the department and used in conjunction with established university safety policies and procedures. This training should be documented by the supervisor and kept in the student employee's file.

It is Auburn University's sincere desire that students attending the University receive a good education which will prepare them for a prosperous, fulfilling life without suffering injury resulting from accidents. For this reason, it is extremely important that students conduct themselves in a mature, responsible and safe manner.

Students entering Auburn University have agreed to conform to its regulations and policies ... And acknowledge that they retain the responsibility as a citizen to obey all public laws (Code of Student Discipline, adopted March, 1987, I. General Policy, Paragraph A.) In keeping with this policy, students are required to obey all traffic laws and safety regulations of the University.

The basis for the University's safety regulations is established in the Auburn University Safety Program, Policy and Administration Manual (Safety Manual). In addition to the regulations contained in the Safety Manual, other sources of safety rules and regulations exist, including: specific safety manuals (such as the Laboratory Safety Manual, the Bio-safety Manual, etc.), unit safety policy manuals, and safety instructions issued by professors, teaching assistants and instructors. Failure to comply with laws and safety regulations may result in disciplinary action as outlined in the Code of Student Discipline.

Please go to the Risk Management and Safety website for full details at www.auburn.edu/administration/safety or call 844.4805 with all questions.

Alabama Child Labor Law

You must keep a separate file for each employee **under 19 years of age**. The file shall contain a form recording the employee's name, home address, date of birth, date of hire, proof of age, and school of attendance.

TES will maintain these files for any minors employed through them, but departments will be required to maintain these files on University student employees. The files **must be kept for 3 years**. You will find a copy of the form to be used on the HR web site at http://www.auburn.edu/administration/human_resources/forms/eeinfosht.pdf.

Auburn University Nepotism Policy

The nepotism policy states: **"No person will be hired, either as a regular or temporary employee, for a position over which a member of the employee's immediate family exercises supervisory or managerial authority."**

For the purposes of this policy, the definition of immediate family member is the same as is covered by our leave policies. Immediate family includes spouse, son, daughter, parents, stepchild, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, and grandparent-in-law.

This policy covers all Administrative/Professional, University Staff and temporary employees, as well as University student employees.

Supervisor Responsibilities & Expectations

Section IV

Supervisor Responsibilities & Expectations

Before adding student employees to your office staff, you should recognize that student employees are different from other University employees. A student employee is a student first and a worker second. This section offers you tips and guides you through hiring, training, supervising and rewarding outstanding employees and dealing with problem employees.

Student Employer Tips:

1. Establish clear goals.
2. Delegate!
3. Set a positive example of professional, polite and ethical behavior.
4. Remember that student employees are students first.
5. Show appreciation for exceptional work.
6. Ask for students' input.
7. Be an accessible supervisor.
8. Be a student.
9. Be a teacher.
10. Encourage risk taking and decision-making.
11. Communicate openly and honestly.

Work Environment

We recommend these steps to creating a better work environment for you and the student employees:

1. Create a training or a policy and procedures handbook for your student employees.

2. Train your students in the skills you want them to perform. Do not assume that the student will "figure it out" or "learn the ropes."

3. Talk to your student employees about their schedule, how they will be paid and policies on absenteeism.

4. Provide the student with a learning experience—delegate more advanced responsibilities to students as they learn.

5. Create a pay scale that rewards for returning or for achievement.

6. Evaluate and offer constructive feedback to students. (Evaluation Form, Appendix A)

Supervisor Expectations

Supervisors are expected to serve as role models and provide a superior level of leadership to student employees:

- Provide an environment where students will learn transferable life skills and leadership skills
- Provide accurate job descriptions and clear job expectations for student employees
- Conduct a formal and legal hiring process
- Complete necessary student employment forms required by Auburn University
- Provide orientation, training, and evaluation for all student employees
- Recognize and energize student employees
  - → Consider nominating a student employee for Auburn University Student Employee of the Year Award. Nominations are usually submitted in January of each year.
  - → Celebrate success by:
    - Writing a note of appreciation
    - Sending an e-card
    - Giving a sincere compliment

Interviewing Students

Define the Job

1. Analyze the job
   - Ask colleagues and current student employees what jobs they perform and what voids need to be filled.
   - Determine what office needs a student will fill.
2. Create a job description
   - Clearly and concisely define the job—identify essential job functions the employee is to perform.
3. Determine required skills and experience
   - Identify the knowledge, skills and abilities an applicant must possess to adequately perform the job.
4. Create application if necessary or utilize the on-line resume application.
5. Post the job at **www.hire.auburn.edu**.

Prepare for the Interview

To best evaluate each student equally, go through a standard preparation for each interview. Following is an interview outline:

1. Review job description and specifications.
2. Determine which skills, traits and attitudes made past student employees successful or unsuccessful.
3. Develop interview questions.
4. Select interviewers.
   - Will you conduct interviews? Will students interview with more than one staff member?
   - Train and educate those who will conduct interviews.
5. Set up the interview.
   - How long will each interview last?
   - Contact each candidate in a timely fashion to inform of interview time.
6. Review resume and application.
   - Refresh your memory about the candidate before the interview.

Conduct the Interview

1. Establish rapport with the applicant.
2. Explain the purpose and the organization of the interview.
3. Gather information.
   - Interviewer should not talk more than 25 percent of the time.
   - Practice good listening and open non-verbal skills.
   - Ask open-ended and behavioral based questions rather than leading questions.
   - Do not be afraid of silence as the applicant prepares answers.
4. Describe the job and office/department.
5. Answer questions and allow applicant to add information.
6. Conclude the interview.
   - Inform the candidate of the next step in the interview process and when he or she will be contacted.

Post-Interview Procedures

1. Evaluate information. **Sample Interview Evaluation: Appendix A**.
2. Check references.
3. Notify applicants of their status—those to be hired and those who will not to be hired.
4. Make a job offer.
5. **Please notify the other applicants when position(s) are filled.**

Interview Topics to Avoid

- Arrest or conviction records
- Less-than-honorable military discharges
- Gender and marital status, maiden name
- Number of children
- Credit cards
- Citizenship, national origin or other languages spoken
- Place of birth
- Disabilities or handicaps
- Weight
- Age
- Religion or church affiliation

Suggested Interview Questions

Suggested Interview Questions
1. Tell me about yourself.
2. What are your greatest strengths and weaknesses?
3. How would a friend or professor describe you?
4. Why should I hire you?
5. Why do you seek a job with this office/department?
6. What are your long and short range goals and objectives—personally and professionally? When and why did you establish these goals and how are you preparing yourself to achieve them?
7. What motivates you most?
8. What qualifications do you have that will make you successful for this position? How will you make a contribution to our office/department?
9. What two or three accomplishments have given you the most satisfaction? Why?
10. How do you work under pressure?
11. Describe a major problem you have encountered and how you dealt with it.
12. What have you learned from your mistakes?
13. What do you see yourself doing in five years?
14. What do you really want to do in life?
15. How do you determine or evaluate success?
16. Describe the relationship that should exist between a supervisor and those reporting to him or her.
17. If you were hiring a student for this position, what qualities would you look for?
18. In what kind of work environment are you most comfortable?
19. What do you know about our office/department?

Illegal Interview Questions

Examples of Illegal Interview Questions
1. Where were you born?
2. What is your native language?
3. Are you married?
4. Do you have children?
5. Do you plan to get pregnant?
6. How old are you?
7. Do you have a disability or chronic illness?
8. Do you smoke or use alcohol?
9. Do you observe Yom Kippur/Good Friday/Ramadan, etc.?
10. Are you a U.S. citizen?

Orientation & Training

Section V

Training Student Employees

You will want to orient your new student employees to your office or department and provide them with written, verbal and on-the-job training. Below, you will find suggested training topics and a recommended outline for a student employee handbook.

Suggested Training Topics
- Specific office duties and responsibilities
- Customer service/communication skills
- Phone etiquette
- Filing system
- Opening mail and distributing process
- Respect gained in punctuality
- Use of office resources, e-mail, phones, visitors, homework, breaks, food etc.
- Process when unable to work shift
- How and when to complete time cards
- Emergency procedures
- Terms for termination

Orientation Topics

- Office etiquette & dress code
- Confidentiality policy & procedures
- Use of office resources, e-mail, phones, visitors, homework, breaks, food etc.
- Process when unable to work shift
- How and when to complete time cards
- Emergency procedures
- Terms for termination

Working with Problem Employees

While students are considered "at will" employees and no termination process is required, it is still to your benefit and the student employee's to create a healthy work environment for the student by offering him or her a verbal warning and documenting any offenses on paper. Offer the student constructive criticism—make this just as much a learning environment for the student as the classroom.

Termination Policy
In training, please discuss with your student employees that they are "at will" temporary employees and are not guaranteed employment.

Dress Recommendations

While there is no formal dress code for student employees, they are representatives of both Auburn University. Every student worker should dress in a manner which reflects the professional standards of his/her department.

Recommendations for Student Employers
Employers should encourage student workers to *avoid* the following:

- Dirty or wrinkled clothing
- Excessive jewelry (including body jewelry), perfume or cologne
- Hats or baseball caps
- Tight or revealing clothing

Student workers should be *encouraged* to wear:
- A smile
- Clothing that fits the position and work environment

On-the-Job

Section VI

Sample Student Employee Handbook

I. Office/Department Introduction
II. Equal Opportunity and Harassment Policies
III. Job Description and Responsibilities
    A. List duties specific to office
    B. Phone etiquette, customer service skills, etc.
IV. Professional Expectations and Acceptable Behavior
    A. Scheduling and punctuality
    B. Drinks/Food
    C. Dress code
    D. Personal phone calls, visits, email, etc.
    E. Confidentiality statement to sign if applicable
    F. What to do during down time
    G. Where to store personal items
    H. What to do if unable to work shift
V. Cause for termination
    A. Probation period
    B. No show for work—two written warnings (signed by student) and dismissed third time
    C. Immediate dismissal for drug or alcohol use and stealing
VI. Process to get paid
    A. When, where and how to clock-in
    B. How to list time worked (quarter system: .25, .50, .75)
        Example: Monday: 11 a.m.—1:20 p.m. = 1.25 hours worked)
    C. List who takes student time cards, when they are due and who must sign
VII. Emergency procedures for office/department
    A. Act of nature
    B. Threat
    C. Illness/death
VIII. Signed statement, acknowledging student has read and understands handbook

Disciplinary Problems

While students are considered "at will" employees and no termination process is required, it is still to your benefit and the student employee's to create a healthy work environment for the student by offering him or her a verbal warning and documenting any offenses on paper. Offer the student constructive criticism—make this just as much a learning environment for the student as the classroom.

Termination Policy

In training, please discuss with your student employees that they are "at will" temporary employees and are not guaranteed employment.

Lunch Hour & Breaks

Fifteen minute breaks are normally allowed with the approval of the supervisor for each four-hour period worked consecutively. The time of the break is left to the discretion of the supervisor. University policy states that break time is not cumulative. Saving breaks for time off at a later date is not allowed. Breaks are not allowed during the last hour of a shift, i.e. so employees may leave early.

When working six consecutive hours or more, the employee must take a lunch/dinner break of at least one-half hour. Remember to note the time leaving the return time from lunch/dinner on the time sheet. Lunch/dinner is not considered a paid break.

Sample Dress Code

Student assistants will be provided with a name badge that must be worn at all times while on duty. There is no formal dress code for student employees in Student Employment, but keep in mind a patron's first impression is often based on appearance. Dress sensibly while at work. The Auburn University Student Employment office suggests the following guidelines:

- Clothes clean and pressed;
- No hats or baseball caps;
- "Clean" image (including limiting makeup)
- Limit jewelry and other accessories, including body jewelry.

Wear a smile.

Portable electronic devices – including but not limited to television sets, radios, laptop computers, CD players, cell phones, beepers – are not allowed in the work area.

Safety Information

Emergency Preparedness

In the event of an emergency, notify a member of the Student Employment Staff immediately.

In an emergency situation:

- Always remain calm.
- Assess personal safety and act accordingly.
- Get help from a supervisor/co-worker or another person in the area.
- Protect lives and then personal property.
- If evacuation is required, do not spend extra time to gather books, personal belongings, etc.
- Do not use any elevator, use the stairs.

On-the-Job Injury, Accident or Illness

Employees who are injured on the job should inform the supervisor or Coordinator immediately. An On-the-Job Injury form needs to be completed within 5 days of the injury. Forms may be obtained from the Office Administrator

Employees, students, visitors, etc, who are involved in an accident, injury, illness, or an incident involving property damage should complete the Auburn University Accident/Injury/Illness Incident Report ISHE 101-97). The individual involved in the accident and his/her supervisor should complete the form. In addition, if an employee sustains an injury or illness, an on-the-job injury (OJT form) should be completed.

First Aid Kit

A first aid kit is located in what area of the department.

Fire/Fire Alarm Procedure

If fire is discovered, pull the nearest fire alarm. DO NOT try to put out a fire if it involves any personal danger. Notify the supervisor immediately, If a fire alarm sounds, evacuate the building. Do not take extra time to gather books, personal belongings, etc. Employees need to help to ensure everyone is evacuated from the area (offices, classrooms, etc.)

Specific evacuation plans are posted throughout the department. All employees should be familiar with them.

Confidentiality

In the course of your employment in your office or department, you may see information that is considered private and confidential. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

All employees of Student Employment and Auburn University are expected to comply with this federal law. Specifically, Student Employment employees:

Do NOT leave information on a computer screen longer than necessary to process hiring requests.

Do NOT reveal the identity of one patron to another.

Do NOT access student records for personal use. Student records are considered private information, and if it could be proven beyond a reasonable doubt that information has been obtained on the job, the employee would not only be subject to immediate dismissal, but possible legal action as well.

Do NOT provide information about materials charged to a patron, except to the patron him/herself after proper identification has been presented.

Do NOT provide information about fines charged to a patron except to the patron him/herself after proper identification has been presented

Do NOT provide name and home telephone number of other employees to others.

Evaluation, Termination, & Recognition

Section VII

Evaluating Student Employees

Continuous and effective evaluations can immediately impact a student's job performance. Also, you have the opportunity as a student employer to aid in the personal and skill development of a student.

Proper evaluations can provide a student with an understanding of world of work priorities and objectives through clear expectations and feedback. Evaluations also help a student create personal objectives while he or she works to fulfill the office objectives. If you take a few minutes each day to give feedback to your student employees, you will enhance their work experience, increase job retention and improve performance.

Steps to an Effective Evaluation
Set the Stage
1. Tell student employees well in advance of evaluation process—when it will occur, how to prepare, how long it will take and purpose of evaluation.
2. Insure that all comments, written and oral, are confidential. (Speak with your supervisor about a potentially difficult evaluation.)
3. Do not offer surprise information at the evaluation. If there have been performance problems, interventions should have taken place before the evaluation to give the student the opportunity to correct behavior.
4. Give each employee a copy of the evaluation, instructing him/her to complete it from his/her perspective and bring it to the evaluation session.

Prepare for Evaluation Session
1. Create a private setting—place sign on door to ward off visitors and turn off phone ringer.
2. Have all written comments completed before employee arrives. See Appendix for **Sample Evaluation.**

3. Clean meeting place so all attention is on employee.
4. Plan comments before employee arrives— especially if you foresee a difficult session.
5. Evaluate entire evaluation period, not just certain instances, and avoid "average" ratings.

During the Evaluation
1. Introduce the goal and purpose of meeting.
2. Allow employee to speak first—let him/her go through his/her perspective of evaluation.
3. Encourage employee to address his/her positive work habits—build confidence.
4. Stay on task.
5. Go through written comments; give specific examples.
6. Ask employee to respond to your comments.
7. Ask how you can be a better supervisor—let employee know to expect this question before the session.
8. Ask employee what you can do to help him/her become a better employee or gain more skills.
9. Emphasize employee's importance and value to team.

Addressing negatives: Focus on behaviors and actions, not the person. "What do you believe caused this to fail?" "How do you think this behavior can be changed?" "How can I help you be successful?"

After the Evaluation
1. Thank the employee for his/her time.
2. Let employee know he/she will receive a copy of the evaluation within a few days.
3. If new information surfaced during session, be prepared to adjust the evaluation form.

Adapted from *A guide to employee evaluations*. Retrieved August 2, 2001, University of Wisconsin, Stevens Point, Student Employment Office Website: www.uwsp.edu/stuemploy/employeeevaluation.htm.

Rewarding Outstanding Employees

- Offer verbal accolades.

- Present certificates of thanks.

- Reward outstanding employees with a wage increase after each semester or year commitment.

- Have "thank you" luncheons or celebrations to thank your student employees.

- **Nominate your student for *Student Employee of the Year* through the Student Employment Office. Nomination forms are distributed early Spring semester and due early February.**

Student Employee of the Year (SEOTY)

SEOTY allows employers to recognize outstanding contributions and achievements made by students who work while attending college.

Nominated students must have worked on-campus for a minimum of six months as a student employee—either funded through federal work study or the department.

Nomination forms are due to Student Employment in January. All nominated students are recognized at a luncheon, and the winner receives special recognition and a nomination to the regional SEOTY program sponsored by the Southern Association of Student Employment Administrators.

Termination Policy

In training, please discuss with your student employees that they are "at will" temporary employees and are not guaranteed employment.

Appendix

Appendix A: Definitions

Appendix B: Frequently Asked Questions

Appendix C: Sample Interview Evaluation
Interviews and evaluations should be equal for all applicants. This provides only an example. Your evaluation should be appropriate to the skills and requirements you are seeking.

Appendix D: Statement of Confidentiality
This is a suggested Statement.

Appendix E: Student Employee Evaluation Form
Use to evaluate and offer constructive feedback to your student employees.

Appendix F: Electronic Personnel Action Form (ePAF) Example
This form is available through AU Access and must be completed electronically on-line. This is a paper copy for example only.

New Hire Student Employee: A student who has not previously been employed at Auburn University.

Re-Hire Separated Student Employee: A student who has been previously employed at Auburn University but is currently inactive in the Banner HR system as an employee.

Re-Hire Active Student Employee: A student who has been previously employed at Auburn University and is still active in the Banner HR system as an employee but does not have any current positions.

Federal Work Study: A form of financial aid in which an eligible student may work and receive wages partially subsidized by the government. Students must complete a FAFSA to determine eligibility for work study aid.

Accepted Student: A student who has been approved by the Office of Admissions for enrollment at Auburn University.

Incoming Student: A student who has been accepted to Auburn University and who has reserved a place in the incoming class by paying a tuition deposit.

Enrolled Student: A student who is currently registered for classes at Auburn University.

Q: I have an awesome student employee who consistently outperforms and exceeds expectations. How can I reward them for their hard work?

A: Nominate your student for Student Employee of the Year! Nominations are accepted in February and an awards reception is held in April of each year.

Q: What do I do to hire a student?

A:
1. Post your position on the student employment site.
2. Select your candidate.
3. Once you select your candidate, you will need to follow the Student Employment Paperwork Instructions to determine: the number of hours he/she can work; and the paperwork that is needed to be completed and where it needs to be sent.

Q: How do I hire an international student?

A: The employer should send the student to OIE (Office of International Education; located in Hargis Hall). OIE will verify the number of hours the student can work. ***Student Employment does not have a say so in the number of hours!!!! This depends on their visa status. OIE has this info.***

Q: When can an incoming student start working?

A: An incoming student enrolled in classes at Auburn University may begin working as a student employee five business days before the first day of classes as a training period only. Regular work schedule begins on the first day of classes.

Q: What is the recommended maximum number of hours I should employ a student per week?

A: Undergraduate students who are currently enrolled (up to 30 hours); Undergraduate students who are not currently enrolled (up to 40 hours); Graduate students (up to 40 hours with a letter of approval from his or her department, up to 30 hours with out a letter of approval)

Q: A student I am hiring has been previously employed by the University but is currently inactive in Banner HR. Do they need to fill out paperwork again?

A: Yes. A student who was previously employed by the University but is currently inactive in Banner HR is classified as a Re-Hire Separated and will need to fill out all paperwork.

Q: What is the procedure regarding university holidays and student employees?

A: On-Campus hourly employees must be allowed off for university holidays. Graduate Assistants receive pay monthly regardless of holidays and must work their required hours per week. See the Graduate Assistant Handbook for more information on assistants.

Student's Name _____   TOTAL _____

STUDENT EMPLOYMENT EVALUATION
INTERVIEW SCORE SHEET

Score: Poor . 1 .... 2 .... 3 .... 4 .... 5 .... Excellent

_____ **Appearance and Presentation**: Professional and appropriate dress and appearance, makes eye contact, has a good handshake, uses appropriate body language and presents an image conducive to our office's image

_____ **Preparation for the Interview**: Knowledgeable of the office/department, understands job expectations, demonstrates preparedness for the job, able to ask pertinent questions and has related work and academic experiences

_____ **Verbal Communication/Content of Answers**: Persuasive/passionate in presenting ideas, quickly grasps concepts/questions, responds directly to questions, uses correct grammar and vocabulary, articulate and presents ideas logically and succinctly

_____ **Interpersonal Skills**: Enthusiastic, energetic, motivated, mature and has initiative; comfortable and confident around multiple personality types: open, engaging and candid demeanor; demonstrates listening skills and empathy

_____ **Desire/Interest**: Determined, eager, sincere, passionate, wants position and will work hard after hired

_____ **Skill Level**: Possesses required skills

_____ **Overall Asset to Company**: Reflects the office/department goals, willing and able to perform extra tasks and/or presentations, able to perform well in team oriented situations, brings a special skill or dynamic to the office/department

　　　1 = No asset to program – PLEASE EXPLAIN.
　　　2 = Small Asset to Program – PLEASE EXPLAIN.
　　　3 = Moderate Asset to Program
　　　4 = Good Asset to Program
　　　5 = Tremendous Asset to Program

_____ **TOTAL**

_____   Interviewer's Initials

Comments: _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

STATEMENT OF CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) as amended in 1976, and Auburn University policy restricts the release of information except for directory information. Information maintained in and generated from Auburn University Information System and Student Affairs, which includes original documents, stored electronic information, computer generated reports, etc., is covered by FERPA and University policy as private information. This information is available to Auburn University personnel only when required in the performance of their duties or when it serves a legitimate educational interest.

As part of my duties and responsibilities as an employee of Auburn University and the
_____ office/department, I may be given access to information that is confidential. I am responsible for maintaining the confidentiality of all information in my possession, whether this information is on an original handwritten document, displayed on a computer screen, contained in computer generated reports, communicated to me verbally or any other information related to budget planning or personnel issues.

My duties and responsibilities may require that I be given access to the Auburn University Computer System, which is protected through the use of passwords. If given a password, I will keep my password confidential and not allow unauthorized access to the Auburn University System.

My signature on this document indicates that I have read this statement and am willing to comply with all regulations.

_____

Signature   Date

STUDENT EMPLOYMENT OFFICE
303 Martin Hall —Phone: 844.4744 —Fax: 844.3871
Auburn University —Career Development Services

Student Employee Evaluation Form

Student Name _____

Banner ID Number _____ Department _____

Please rate this student taking into consideration his/her classification and experience.

Fulfills Schedule/Punctual
¨ Below Average   ¨ Average   ¨ Above Average   ¨ Exceptional

Maintains Office Expectations (dress, customer service, phone etiquette, etc.)
¨ Below Average   ¨ Average   ¨ Above Average   ¨ Exceptional

Quality of Work
¨ Below Average   ¨ Average   ¨ Above Average   ¨ Exceptional

Initiative
¨ Below Average   ¨ Average   ¨ Above Average   ¨ Exceptional

Creativity
¨ Below Average   ¨ Average   ¨ Above Average   ¨ Exceptional

Cooperation and Attitude
¨ Below Average   ¨ Average   ¨ Above Average   ¨ Exceptional

Aptitude for Learning
¨ Below Average   ¨ Average   ¨ Above Average   ¨ Exceptional

Comments _____

_____

_____

_____

_____

Do you wish to hire this student in your office/department next academic year?

¨ Yes   ¨ No

Supervisor _____ Title _____

Phone _____ Email _____

_____   _____
Supervisor Signature   Date

_____   _____
Student Signature   Date

STUDENT EMPLOYMENT OFFICE
303 Martin Hall —Phone: 844.4744 —Fax: 844.3871
Auburn University —Career Development Services

Electronic Personnel Action Form
The EPAF is completed through the Banner system. This is a paper copy for example only.
All forms must be completed online.

Auburn University
Request for Personnel Action

A) PURPOSE OF PERSONNEL ACTION _____

B) EMPLOYEE INFORMATION

SSN _____ ID # _____ Type of Employee _____

Name (Last, First, Middle) _____ Suffix _____ Title _____

Should this employee be included on the Deans, Directors and Department Heads mailing list? ☐ Yes ☐ Remove

New Employees Only

Date of Birth _____ Sex _____ Citizenship _____ Ethnic Code _____

Veteran Status _____ E-mail _____

Home Address _____ Emergency Contact Information

City, State, Zip _____ ____ _____ Name _____

Home Phone # _____ Phone No _____

C) ASSIGNMENT INFORMATION   Position No _____   APPOINT, REAPPOINT or CHANGE TO   Position No _____

FROM: Official Rank/Title _____

Official Rank/Title _____   Organization Name _____

Organization Name _____   Organization No _____

_____   Assignment/Leave Dates   Begin _____   End _____

Organization No _____   Employment Status _____

Job Code _____   Composite FTE _____ Hours in work week _____

Total Salary _____   Total Salary _____ Monthly/Hourly Rate _____

Monthly/Hourly Rate _____   Position Class _____

                                              Job Code _____ ECLS _____

D) FOR SEPARATION USE ONLY

Termination Date _____ Type Termination _____ Annual Lv Balance _____

Forwarding Address _____ Sick Lv Balance _____

Comp Time Balance (US Only) _____ Recommended for Rehire _____

E) COMMENTS

_____

F) APPROVALS   ROUTING (Initials & Date)

Division/Department Head _____   Budget Office _____ Date _____

Dean/Director _____   C&G Office _____ Date _____

Vice President _____   Graduate School _____ Date _____

                                              Human Resources _____ Date _____