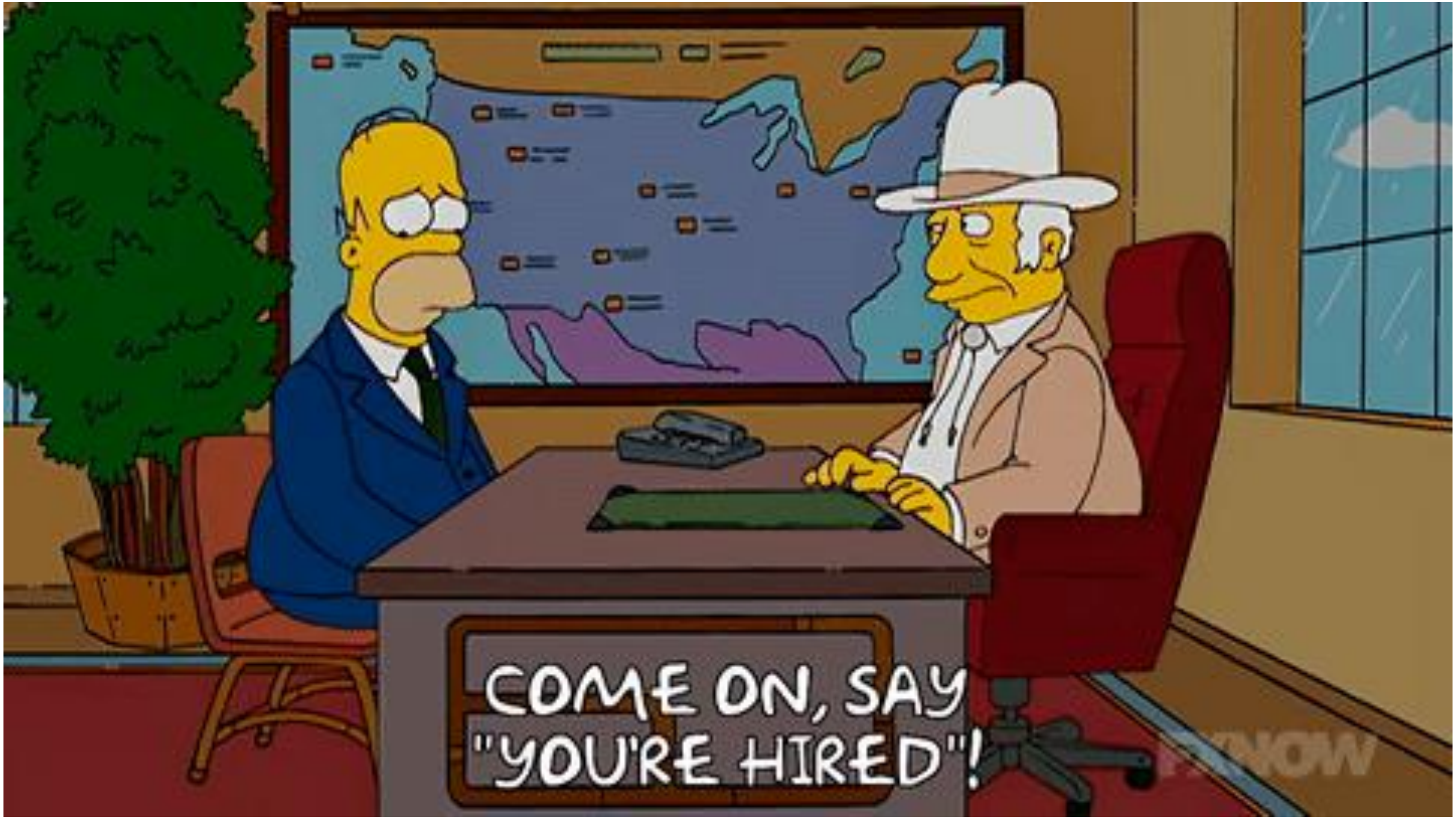

COME ON, SAY
"YOU'RE HIRED"!
FXNOW

Interviewing and Hiring

AIC | AMERICAN INTERNATIONAL COLLEGE

Overview of steps

- Receiving applications
- Evaluating applicants
- Interview questions
- Communicating with applicants
- Hiring paperwork
- New hires in TimeSheetX
- When can the student begin work?

When a student applies

Their financial aid status is checked. If it is not complete, the application is returned to the student with instructions to contact financial aid.

Saremi staff checks to see if the student has attached a resume and cover letter. We do not evaluate these for quality.

But… if they have attached a photo of a Starbucks receipt, we return their application with instructions on creating a resume.

After the application has received preliminary approval in the Saremi Center, we forward it to the supervisors of the positions indicated by the student along with information on the student’s work study eligibility.

At times, a student later requests that we forward the application to another supervisor for a position for which they did not initially apply. In this case, don’t be confused – you received it on purpose.

Issues with applications

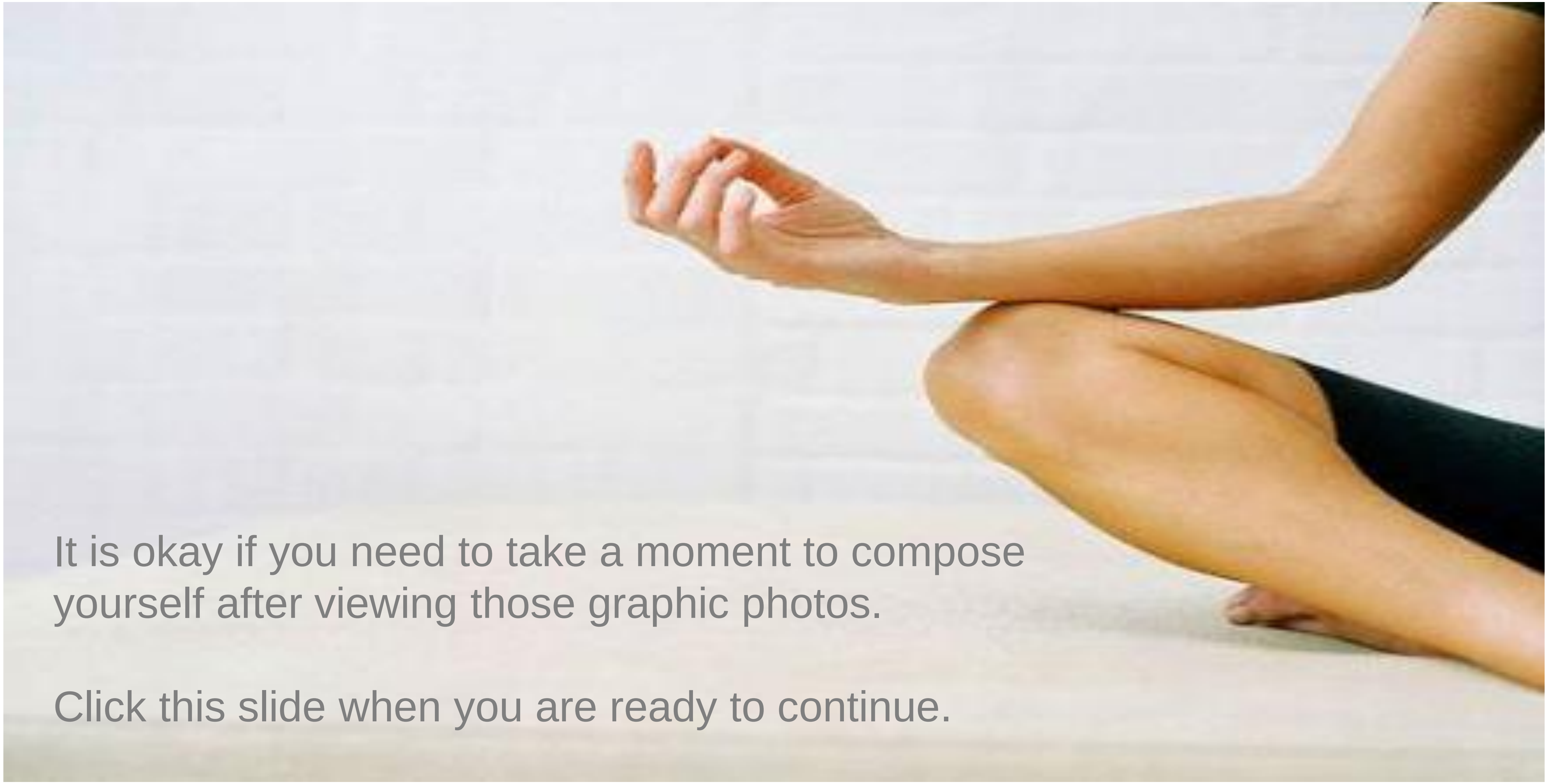
Sometimes, a student will contact you saying they applied, but you never received their application. There are a few possible reasons for this.

- The application was denied (returned to the student) because of incomplete financial aid.
- The application was denied because resume or cover letter were not attached.
- The student neglected to click “submit” at the end of the application.
- *If it is late August, all of September or late January, the Saremi Center staff is doing their best to get the applications processed as quickly as possible, but the volume is extreme.*

If you hear from a student from whom you have not received an application, please have them check to see if any of the above may be causing the problem.

⚠CAUTION

The following actual photographs of the Saremi Center in September may be disturbing to some viewers.



It is okay if you need to take a moment to compose yourself after viewing those graphic photos.

Click this slide when you are ready to continue.

Great, I have applications, now what?

Evaluate them according to your pre-established criteria.

(I DON'T recommend choosing according to "first come first served" or "eenie meenie miney mo.")

Here are some characteristics you might be seeking…

Characteristics you may be seeking

- ☐ Determination
- ☐ Eagerness to learn
- ☐ Problem solving
- ☐ Professional Behavior
- ☐ Good work habits
- ☐ Clear, consistent communication
- ☐ Positive Attitude
- ☐ Self management
- ☐ Team orientation
- ☐ Job specific skills

Click below for more information
https://aic.studentemployment.ngwebsolutions.com/cimages/Characteristics%20for%20Supervisors%20to%20Seek.pdf

Coming Soon!

Video interviews!

View the student answering a set of pre-recorded questions to help you make your hiring decision!

Invite students to meet you for an interview

Any candidate who has not worked in your department previously MUST be interviewed. Contact the students you would like to interview and set up times to meet with them.

Keep in mind that many people don’t actually answer phone calls. They also don’t check their voicemail, so you can expect return calls saying, “somebody called me from this number.”

Some read their AIC email and could receive your communication there.

It may be necessary to hire one of those airplane sky writers. If your department will not reimburse for the sky writer, you may be able to deduct it as a work related expense on your taxes IF you itemize – but that should not be construed as tax advice. I don’t give tax advice.

It might be that one of your criteria for hiring a student would be related to whether or not they responded to your communication.

Preparing to interview

Compile your list of questions. You will need to be consistent in your interviews – ask the same questions to all candidates.

Take notes during the interview. A sample interview guide is available on TsX https://aic.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=21

Include information about impressions as well as answers. You will have to upload your interview notes when you choose a student and complete a hire form.

Questions to ask

In addition to the interview guide mentioned on the last slide -

Ask questions related to specific skills needed to perform the work and meet the needs of your department.

For example, if they are going to transport water containers at games, you can ask if they are able to lift 40 pounds (or whatever number).
If the whole job requires use of spreadsheets, you can ask them about their Excel proficiency.

It is fine to administer skills tests directly related to specific job requirements (for example, if you are filling a library position, you can evaluate their ability to alphabetize and understand the catalog system) as long as they are not related to any of the topics on the next slide.

Questions NOT to ask

Don’t ask for or even attempt to elicit information on the following:

- Family status
- Marital status
- National origin
- Military service
- Language
- Religion

- Race
- Ethnicity
- Gender
- Age *
- Disability
- Arrests and convictions
- Credit record

* Most of our students are 18 or older, but if a student is under 18, they need to have or obtain a work permit. Their minor status *does not* make them ineligible for hire.

After the interviews

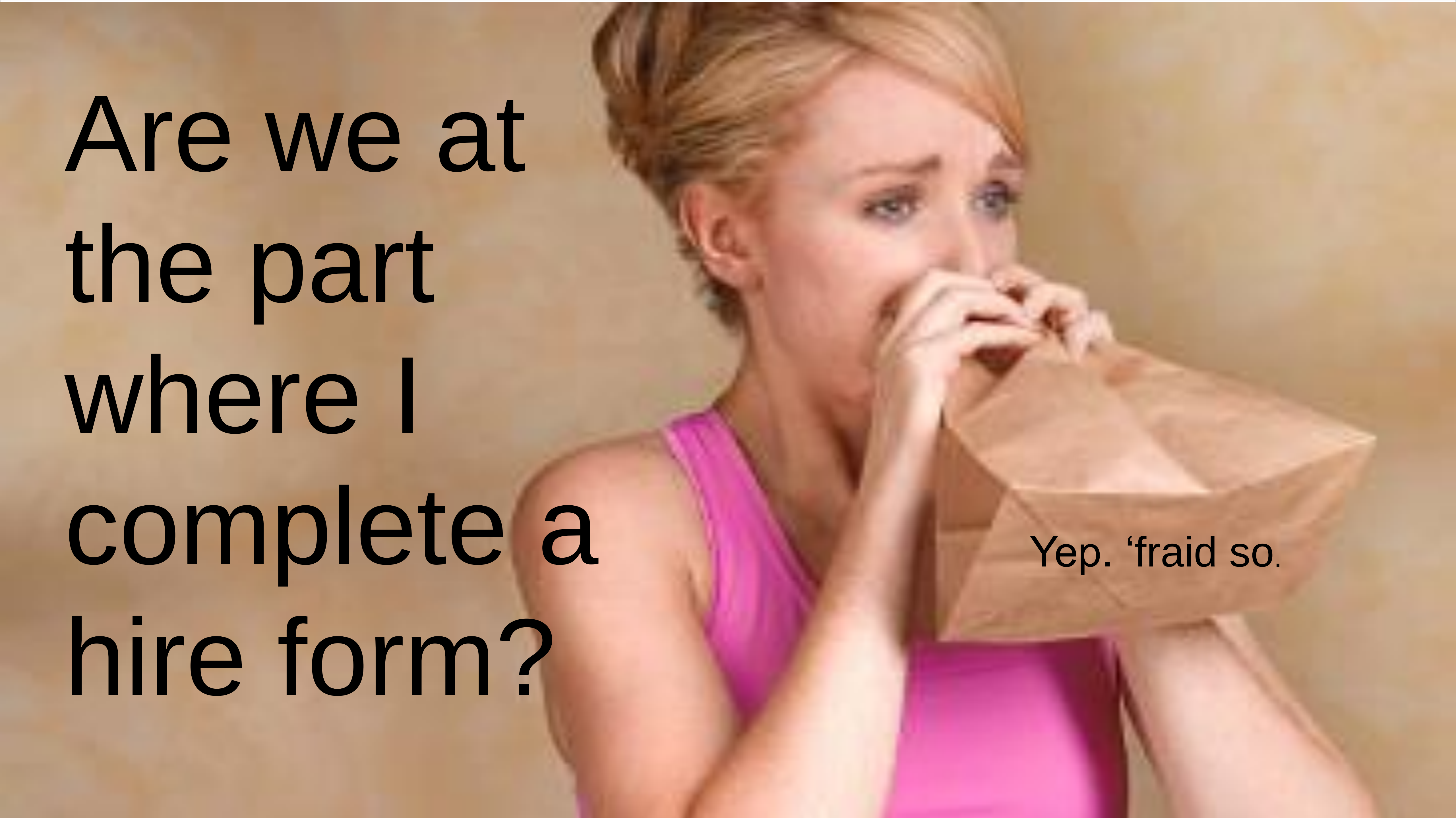
When you have made your hiring decisions, reach out to the student to offer them the position. *(You may, by this point in the process, be able to get some sort of loyal customer discount from the sky writer.)*

When the student accepts, let them know they will not be able to start working until they get an email from Danielle Murphy.

Pause…

Don't do this next step until AFTER you have submitted a hire form to the Saremi Center and it has been approved – ***waiting on this until your new hire is in the bag is important*** *because it is possible that the student you have chosen may have been offered and accepted their preferred job (probably in the library – everyone wants to work in the library.)*

Contact the students you interviewed that were not chosen. Thank them for their interest and let them know that a candidate has been selected.



Are we at the part where I complete a hire form?

Yep. ‘fraid so.

Hire forms – not as bad as you think

Here is the link to the hire form:

https://aic.campuslabs.com/engage/submitter/form/start/192346

It is called “Supervisor Action Form,” and it is actually pretty easy.

There are just a few things to remember.

Things to remember

- You use the same form to submit a position recruit form, hire a student or submit a waiver request.
- Average weekly - This is an average - not a max. If students will work 8 hours most weeks and 10 hours some weeks, estimate an *average*. **The number you enter affects your budget availability.** *(more information on this available in the Budget module)*
- You will have to upload your interview notes and rate the student in several areas.
- You should actually read the acknowledgements. That information is actually relevant and you are responsible for it.
- Don't forget to click "submit" at the end.

DEALING WITH REJECTION

Why did you send my hire form back?

Don’t take it personally. We really like all of the supervisors a lot!

(but we especially like the ones who bring us briefcases full of cash – surely you wondered why the guy in the other department got his students working before yours…)

Here are the most likely culprits:

- We received multiple hire forms for the same student and the student accepted a different job.
- The student’s financial aid status changed since they originally applied and they are no longer eligible.
- You did not include interview notes (or you uploaded a Starbucks receipt).
- The student has not applied yet.
- Your hiring has reached your budget limit and will not accommodate this additional student.

Useful info:
When we deny the form, we include an explanation and next steps. Check it out.

When can the student start working?

Please note that a student who has not worked for AIC before must complete hiring paperwork. This requires that they bring in **actual, original, physical** copies of certain documents (we email them specific instructions on this). Sometimes students come in to do this within hours of receiving the offer. Other times, it is weeks before they bring in the documents. The Saremi Center cannot control this.

Both you and the student must receive an email from Danielle Murphy in Payroll stating that they are all set to start work before they begin working.

Getting paid – students like this part!

In order for the student to be paid, they must be active in TimeSheetX.

If you don’t see them in your Control Panel or if they can’t clock in, **there is a problem**. The problem must be solved BEFORE the student can work. Never let a student work if they can’t clock in – **solve the problem first.**

If they can’t clock in, there is usually an error message in a red box. You can solve some of these. For example, if it says there is a class schedule conflict, they are trying to clock in while they have a class scheduled. Don’t let them work until the class is over. If you don’t know what to do about an error, take a screen shot and send it to Tricia.

If they are not in your Control Panel, make sure you received the magic email. If you have received it, and they are still not there, call Tricia (x3237).

Next:

Please click here to complete the activity to illustrate that you are a super hero on interviewing and hiring.

https://www.educaplay.com/learning-resources/4882022-interviewing_students.html