

Student Hiring Handbook

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Equal Opportunity and Nondiscrimination

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state statutes prohibit discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, parental status, gender identity, and gender expression.

The University of Kansas is proud of its goal to help all individuals realize their potential. We are committed to providing policies, programs, services, activities and classroom environments that are free of discrimination or harassment. The University applauds all efforts to create a positive working and learning environment for all individuals.

1. Introduction

The Student Hiring Handbook has been prepared as a tool to help outline the student recruitment and hiring process while providing information about the University's policies, procedures, and services relating to the hiring of student employees. Specific questions regarding this process may be directed to [Human Resources & Equal Opportunity, employ@ku.edu](mailto:employ@ku.edu), 785/864-3686 or [University Career Services-Student Employment, stuempl@ku.edu](mailto:stuempl@ku.edu), 785/864-3624.

2. Student Appointment Definitions

The University of Kansas has several employment categories for student related positions on campus. The majority of student related recruitment is for one of the following position types:

Student Hourly:

The Internal Revenue Service (IRS) definition of a "student" employee is an individual who is currently enrolled at least half time and whose primary purpose is to receive an education. Employment opportunities are available to both undergraduate and/or graduate level students and perform a wide range of duties dependent upon a unit's need. However, such job responsibilities are not seen as critical to the completion of a graduate level degree in teaching or research.

Student Assistant (OS3000):

This job code is limited to positions which a salary is warranted rather than an hourly rate. Examples of such positions include: student actors and directors, Student Senate officers, student resident assistants, etc. Student Assistants are paid on a salaried basis prorated on a 14 day biweekly pay period and appointed to the STX pay group in the HR/Payroll system.

Student Intern (OS2300):

Designated for graduate or undergraduate students who participate in specialized university (**academic**) internship programs. Student Interns are paid on a salaried basis prorated on a 10 day biweekly pay period. They are appointed to the SRX pay group in the HR/Payroll system.

Graduate Research Assistant (GRA):

A GRA is a graduate student who is employed to undertake a variety of research activities and tasks as well as contribute, with supervision, to a research program that is relevant and related to the student's field(s) of study within an academic department. Research projects vary and may include work that is part of a faculty member's ongoing research, a grant funded project, and/or other sponsored research.

Graduate Teaching Assistant (GTA):

A GTA is a graduate student who is employed to assist a departmental chairperson, faculty members, or other professional staff members by performing teaching or teaching related duties, such as teaching lower level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers.

3. Work Eligibility

[Work eligibility and enrollment levels](#) are based upon requirements from the Internal Revenue Services, the Memorandum of Agreement (MOA) between the University of Kansas, the Kansas Board of Regents, and KAPE; and University policies. Enrollment in the minimum required credit hours may be from any one or combination of the following campus locations: KU-Lawrence, KU Medical Center and/or KU Edward's campus. Courses designated as "Independent Study" do not count toward the required enrollment levels for any student position.

Student Hourly:

KU requires that students holding student hourly appointments be enrolled a minimum of six credit hours during the academic year. Enrollment of one credit hour during the summer session is required if the student was not enrolled the previous spring or is not pre-enrolled in the upcoming fall term. Newly admitted students who are pre-enrolled for the fall or spring term are eligible to work during the summer or winter break immediately preceding the first day of class.

Upon graduation, student hourly appointments may not continue after the first day of class of the academic semester following their graduation date (i.e., a spring or summer term graduate may not work past the day preceding the start of the new academic year; a fall term graduate may not work once the spring term begins).

Graduate Research Assistant:

KU requires that a GRA be enrolled in a minimum of six credit hours (required for the graduate degree) during the academic year unless an Enrollment Exception has been granted by the Provost Office. Minimum summer enrollment is one degree related course hour. In addition to enrollment, GRA's must meet the following appointment requirements:

- Be a degree-seeking graduate student, admitted to a graduate program during the current semester or summer term.
- Performing research related to the student's field of study which has an integral part to the student's education (i.e., dissertation topic).
- Be in academic good standing (3.0 GPA) and making satisfactory progress toward a graduate degree. Students who are admitted to a degree program on probationary or provisional status are not considered to be in academic good standing for the purpose of a GRA appointment. However, if the department judges that a graduate student's whose GPA falls below 3.0 after the first semester at KU is nonetheless making satisfactory progress, the department may recommend to the Provost that the student be allowed to keep his/her position for one additional semester.

GRA appointments may not continue after the date of graduation unless he/she has just completed a master's degree and is enrolled in a doctoral program in the same field or a closely related field, or is a doctoral graduate who has been accepted into another graduate program.

Graduate Teaching Assistant:

The conditions for holding a GTA appointment are specified in the MOA located at http://www.provost.ku.edu/policy/graduate/pdf/gta_moa101.pdf. KU requires that a GTA be enrolled in a minimum of six credit hours (required for the graduate degree) during the academic year unless an Enrollment

Exception has been granted by the Provost Office. Summer enrollment is only required for doctoral candidates. In addition to enrollment, GTA's must meet the eligibility criteria as defined in the [MOA](#).

GTA appointments may not continue after the date of graduation unless he/she has just completed a master's degree and is enrolled in a doctoral program in the same field or a closely related field, or is a doctoral graduate who has been accepted into another graduate program.

Enrollment Exceptions

GTA/GRA candidates must be continuously enrolled throughout the academic year and follow applicable summer enrollment guidelines until all requirements for the degree have been completed. Until 18 post-comprehensive hours are completed, the candidate must enroll in a minimum of six hours each semester and a minimum of one credit hour during the summer. (Minimum credit hours must be in courses required for the degree and the number of hours enrolled should accurately reflect the candidate's demand on faculty time and University facilities.) Doctoral candidates may be enrolled in fewer than six post-comprehensive hours in the fall and spring semesters if all following conditions are met and the [Certification to Enroll in Fewer than Six Hours](#) has been approved by the Provost Office.

Master's degree seeking students that are appointed to GRA appointments in their final semester, but need to take fewer than six credit hours may complete the [Master's Level GRA Certification to Enroll than Six Credit Hours](#) and submit it to the Provost Office for approval. Only GRA's that will not be continuing in a doctoral program at the University of Kansas are eligible for approval. The waiver is not available to master's students with GTA appointments.

4. Non-KU Student Employees

The hiring of non-KU students as KU student hourly employees is an exception to University procedures and requires the advance authorization by the Director of Human Resources and Equal Opportunity. The circumstances which would be considered include: 1) selected local high school internship programs; and 2) Haskell students enrolled in six or more hours at Haskell and/or KU. Enrollment verification of all non-KU students is the responsibility of the hiring department and must be done on a semester by semester basis.

5. Employment of Minors

If a student is less than 18 years of age, certain requirements established by the Child Labor Law of the Fair Labor Standards Act (FLSA) must be met before the student begins work. These requirements relate to hours of work and types of job duties that can be performed. Please contact Human Resources and Equal Opportunity at 864-3686 or hrdept@ku.edu for further information. The [Child Labor Law](#) Poster must be posted in the workplace anytime there is a worker under the age of 18.

6. External Employment Opportunities for KU Students

The University Career Center offers services to KU students to identify internal and external employment, intern, and externship opportunities at www.kucareerhawk.com.

7. Hour Limits for KU Student Employment

Appointments to any combination of student titles during the academic year cannot exceed the equivalent of a 75% appointment (30 hours weekly for a student hourly or GRA position). However, pursuant to the provisions of the MOA, GTA appointments cannot exceed 50% during the academic year without special prior authorization from the [Provost Office](#).

Employment may be full time (100%) any day classes are not in session (i.e., summer, breaks, or between semesters) However, total hours worked on all combined appointments may not exceed 40 per week. Students working 30 hours a week or more, regardless of enrollment status, will be subject to Social Security taxes.

Hour Limits for International Students

International students have specific employment eligibility requirements which must be met. Most student visa's restrict the student to working a maximum of 50% or 20 hours per week during the academic semester while classes are in session. Contact the Office for International Student and Scholar Services or visit www.payroll.ku.edu/international_employees.

8. Wage Requirements

Wages and salary increases for student employees are established by university departments within the guidelines as outlined below.

Student Hourly:

Effective fiscal year 2009, the minimum wage for student hourly employees is \$7.50 per hour. Any increase or hire resulting in a wage of \$14.00 per hour or higher requires the hiring department to complete a [Student Hourly Special Rate Request form](#) and submit it to HR/EO for prior approval.

Graduate Research Assistant (GRA):

Wages for GRA's are compensated at a salaried rate as established by their department. Generally, positions with similar duties, responsibilities and work experience should be compensated at the same level and be comparable to rates offered to Graduate Teaching Assistants (GTA).

Graduate Teaching Assistant (GTA):

Minimum wages and wage increases for GTA's are established by the Memorandum of Agreement (MOA), pursuant to article 6, sections 2 and 3 http://www.provost.ku.edu/policy/graduate/pdf/gta_moa101.pdf and are compensated at a salaried rate.

9. Hiring Process

9.1 PeopleAdmin

PeopleAdmin is a web based recruitment system managed by Human Resources & Equal Opportunity (HR/EO). This system is used as a position management and recruitment tool that enables hiring departments to post student job announcements electronically as well as, facilitates the on-line application process.

Departmental staff involved with recruitment activities of student hourly staff will need to attend training in order to acquire system access. Training may be acquired through the University Career Center – Student Employment (for student recruitments only) or through HR/EO if system access will be needed for student and staff related recruiting needs. Upon completion of training a unique user id will be established for Hiring Managers to post positions at <https://jobs.ku.edu/hr>. Information regarding user accounts and training is available at www.hreo.ku.edu/policies_procedures/recruitment/peopleadmin_info. PeopleAdmin training guides are also available at http://www.hreo.ku.edu/policies_procedures/recruitment/peopleadmin_info

9.2 Recruitment Procedures

9.2.a. Student Hourly Job Posting Process

All student hourly positions are to be posted on the PeopleAdmin system for a minimum of three full days (weekend days may be included) at <https://jobs.ku.edu/hr>. In order to facilitate recruiting needs, student hourly employment is divided into two categories: Job Specific and Job Pool.

Job Specific

This category is mandatory for all units hiring four or fewer students for the same type of position. Units hiring more than four students for the same type of position may utilize either the job specific or job pool category. In job specific hiring, units must set a definite deadline date and must accept applications through that deadline date. Interviews may be conducted before the deadline date but the final job offer cannot be made until after the deadline date.

Job Pool

Those units hiring more than four student hourly employees for the same type of position may request a pool to be established. This allows a unit to advertise position openings with a specific application deadline date of one semester or less. If the unit chooses to advertise on a semester basis, applications must be accepted from students for the entire semester. Students may be hired for positions at any time during the semester.

Creating a Requisition

Prior to posting a position, a requisition must be created in PeopleAdmin. Since several of the information fields on the requisition are viewable on the job posting to applicants, it is important that your requisition is completed as accurately as possible. Prior to beginning your requisition in PeopleAdmin it is helpful to identify the following points of information:

- Develop a brief description of the job and its related responsibilities;
- Identify required and preferred qualifications necessary to the position, remember you cannot hire anyone who does not meet the required qualifications you have established;
- Determine the number of hours for which you need the student to work and the related timeframe;
- Identify the funding source for the position;
- Determine the hourly rate to be offered; and
- Identify an estimated start date and the application deadline date.

To begin a requisition the Hiring Manager will need to login to the PeopleAdmin system at <https://jobs.ku.edu/hr> and select their Student Hiring Manager sign on. A Tip Sheet located at [Appendix G of the Hiring Manager User's Guide](#) will provide directions on how to complete the student requisition. However, to begin a new student posting, the hiring manager will select either “create from scratch” to begin a new student posting or select “create a requisition from previous” to repost a previously closed position.

When reaching the “Job Open Date” field, please note that this indicates when the student job will be posted on the web site. Usually this is the same date that the requisition is submitted to the University Career Center – Student Employment. The application deadline is the date that will appear to students on the web site and the job close date is the date that the job will come off of the web site. For job specific student jobs, these two dates must be the same. For job pools this date is usually sometimes later in the summer. “Open until filled” is not an option available for student positions.

Screening questions may be added to the job posting. See [Adding Screening Questions in the Hiring Manager User's Guide](#) for details. If others will be screening and interviewing student candidates, you can create a Guest User account for them to view applications in the system see [Activating Guest Users in the Hiring Manager User's Guide](#).

When the requisition is complete, change the posting status to “I am submitting to HR/EO”, then select “Continue” and “Confirm”. An email is automatically sent to the University Career Center - Student Employment telling them that a requisition has been submitted to review. Student employment reviews, approves, and posts the requisition. An email notice with the assigned job requisition tracking number will be sent to the hiring departmental manager upon posting.

Extending Deadline Dates

If a unit has not found a suitable applicant by the original deadline date, the deadline date may be extended by contacting the University Career Center - Student Employment at (864-4572) or stuempl@ku.edu. Please include the job requisition tracking number and the new deadline date at the time of the request. Deadline dates may be extended until a qualified applicant is found, however deadline dates may never be shortened once a position is posted.

Closing a Search

If a unit has determined to close the search without filling the position, it is strongly encouraged for the hiring manager to dispense the candidates by updating the reason why each candidate was not selected for an interview (e.g. not qualified, incomplete application (if applicable), etc.). After all updates are made, the student hiring manager may select the status of the requisition to be “Canceled.” By completing this step, it will remove this posting from the student hiring managers active list.

9.2.b. Graduate Student Positions - Job Posting or Appointment Process

Graduate Research Assistant (GRA)

Units are encouraged, but not required to post GRA vacancies through the PeopleAdmin system. However, a GRA announcement should also be posted on a centrally accessible departmental/unit bulletin board for a minimum of three (3) days.

To post a GRA position in PeopleAdmin, please refer to the Student Hourly Recruitment Procedures.

Graduate Teaching Assistant (GTA)

Each academic department has its own requirements for selecting GTAs. The assistantships must be an integral part of the graduate student's academic endeavor. Every GTA signs a Graduate Teaching Assistant appointment form that specifies his/her direct classroom/teaching responsibility. This also specifies the length of appointment, percent time and total salary. GTA appointments are subject to the MOA between the Kansas Board of Regents and the Kansas Association of Public Employees. GTA positions are not required to be posted, however units are encouraged to do so if a candidate has not been selected as part of recruitment, etc.

10. Student Hourly Employment Application Process

All units offering student hourly employment positions are required to have applicants complete the on-line student application form. Students may search for employment opportunities at <https://jobs.ku.edu> and submit an application for each position for which they apply.

If screening questions were created when the requisition was submitted, student applicants will be asked to complete those questions when they submit their application to the position. If a student applicant is attaching a resume or cover letter it must be done at the same time the application is submitted in the system. The student will not be able to go back later and attach documents unless it is to apply for a different position.

Units may ask applicants to complete additional application materials by inserting directions in the job requisition. Usually applicants are directed to the office of the hiring unit to complete the additional application materials. Additional information that may be requested from applicants include: 1) references, and 2) specific skills relating to the position. Units may not request the following information: 1) race, 2) color, 3) sex, 4) disability, 5) veteran status, 6) religion, 7) national origin, 8) ancestry, 9) age, 10) sexual orientation 11) marital status, 12) parental status and 13) arrest record.

11. *Interviewing and Selection*

All interviewing and selection practices are to conform to applicable federal, state, and university anti-discrimination laws and policies and are to adhere to policies established by the Human Resources and Equal Opportunity Office. It is strongly recommended that the search committee consist of more than one person for all student related recruitments. In addition, if a sufficient applicant pool exists, it is recommended that a unit interview at least one applicant more than the number of positions to be filled. Units advertising student hourly positions in the job pool category are encouraged to interview five applicants or one more than the number of individuals to be hired, whichever is greater.

Units may conduct the student interview process prior to the posting's "Closed Date." However, it is important that all incoming application materials received prior to the closed date are equally reviewed. Therefore it is not appropriate to extend an offer to a student prior to the closed date of the search.

Prior to making an offer, the search committee should contact available references prior to finalizing the candidate which will be recommended for hire. Once a final candidate(s) has been selected, the departmental hiring manager will need to update the final candidate's status in PeopleAdmin to "Recommend for Hire – Student" as well as update the status of the remaining applicant pool in order to dispense the candidates.

12. *Criminal Conviction Check*

At the "Recommend for Hire – Student" stage the University Career Center – Student Employment staff will initiate a background check against the Kansas Bureau of Investigations sexual offender registry to ensure that the prospective employee meets university hiring criteria. Upon the conclusion of the criminal conviction check the department will receive an e-mail indicating the candidate has been "Approved for Hire." At that time, the department may contact the student to offer him/her the position.

In the event the student hourly position works with non-KU student minors (under the age of 18), the candidate will be subject to an additional check against the National Sexual Offender list once the position has been verbally accepted. Hiring departments will notify HR/EO with the candidate(s) name and e-mail address in order to launch the check.

GTA and GRA employees are required to satisfactorily complete a full criminal background check. Background checks may be launched at the time the GTA Contract or GTA Intent to Appoint form are completed or earlier if requested by the department and approved by HR/EO.

International students will be exempt from the criminal conviction check or a check against the National Sexual Offender list only if they have come to the United States directly from their home country and they have not resided within the U.S. for 30 days or longer.

Detailed policies and procedures regarding the University background check process is available at <https://documents.ku.edu/policies/hreo/BackgroundCheck.htm>.

13. Completing the Hire

13.1. PeopleAdmin

Upon the acceptance of the position by the student, the departmental hiring manager will update the position in People Admin as “Filled” so the position can be officially closed. If the remaining applicants were not dispensed at the recommend for hire stage, the hiring manager should do so at this time. Students not selected for the position may be notified by a system generated e-mail that the position has been filled by selecting “Not Hired-Student, send email.”

13.2. Rehiring Students

If a department has the opportunity to rehire a student into the same job and title in which they previously worked a search is not required if the appointment is within 12 months from the prior term date. Such appointments may be completed with a [payroll form](#).

13.3. Required Hiring Documents

All new student employees or any student being rehired after a one year lapse in employment (including student hourly, GTA and GRA appointments) must complete the [required hiring documents packet](#) prior to or on the first day of employment. The hiring department will be required to supplement these documents by completing the corresponding appropriate paperwork as detailed below and securing the appropriate approvals. Timely submittal of employee and employer paperwork upon hire will ensure that the employee’s payroll is not delayed.

Employee Category	Paperwork Required
Student Hourly	Payroll Form
Graduate Research Assistant	GRA Intent to Appoint Form
Graduate Teaching Assistant	GTA Appointment Form

13.4 Recruitment Recordkeeping

The unit must retain all search related materials in a secured location for student related employment for a five year period from the date the position is filled. Retention of such files will assure their availability for review should a hiring question be filed with the unit and/or the Human Resources & Equal Opportunity Office (HR/EO). At the end of the five year period, search materials should be destroyed based upon the University Privacy Policy Procedures.

Student Hiring – Interview Recommendations for Supervisors

Prepare for Interview by:

Developing a Job Description that identifies the essential functions and skills necessary to perform the job
Determining the scheduling needs for the position (i.e., number of hours and specific times worked)
Post the position description for a minimum of three days
Develop questions to determine skill level of the applicants

Select Candidates for Interview by:

Determining which candidates meet the required qualifications and possibly the preferred.
Assessing on the application if the student's schedule matches the hours needed of the position.
Determining if a candidate's eligibility for the work study program is necessary for the hiring department.

Interview Questions Should be:

Predetermined and asked of all candidates as much as possible. (Follow-up or specific questions regarding work history are appropriate and may differ depending upon interviewee's application and/or response to predetermined interview questions.)
Non-leading and open ended
Based upon job requirements
Job related

Suggested Interview Questions Might Include:

What interested you in this position?
Tell me about any previous work history/job(s), volunteer experience, etc.
What were your responsibilities/duties in your previous position?
What was your biggest strength/weakness in that position?
Why did you leave your previous position?
Does your major or field of study relate to the advertised position?
What school year are you in?
How do you feel that your previous experience or course work has prepared you for the duties of this position?
What is your work availability (hours, semesters, summer)?
May we contact your previous supervisor and outlined references?
When would you be available for the position if it was offered to you?

Do Not Ask About:

Age
Arrest Record
Citizenship
Disabilities/Health
Economic Status
English Language Skills
Personal Attributes (Gender/Sexual Orientation or other physical attributes such as height, weight, etc.)
Ancestry
Marital or Parental Status
Military Service or Discharge Record
National Origin, Race, or Color
Religion

Hiring Decisions should be based Upon the Candidates:

Knowledge
Skills

Department of Human Resources & Equal Opportunity

Abilities

Work Availability

Other Suggestions:

Assess performance, technical skills, and soft skills to determine if the student will be successful in the position. (Soft skills include communication, attitude towards work, reliable, motivation, etc.)

Contact references and previous employers if possible.

Will there be a potential for learning and application of knowledge?

Determine how much training would be required and if you have time or staff to do so.