Student Employee Supervisors,

I know we just started the Spring Semester, however, we will quickly be approaching the end of the academic year and it is time to plan for completing end of year student employment responsibilities and begin planning for the 2018 summer and fall employment needs. Please review the following and attached information to proceed with this process. As always, if you have any questions feel free to contact me at 745-4880 or claryv@xavier.edu.

End of Current Academic Period
Spring Semester student positions end on May 6, 2018.

- **Performance Evaluations:** By April 27, 2018, Supervisors will need to have completed performance evaluations for each of their student employees and submit to student employment by May 15, the completed and signed performance evaluation form. See steps for completing this process on the communication attached.
- **May 2018 Graduates:** Student employees who are graduating in May will not be eligible to continue working as a student employee after May 6th. The exception to this is if they are enrolled full time as a graduate student for Fall of 2018. If they are no longer enrolled as a student they can’t work as a student employee.
- **Termination Forms:** At the end of Spring semester, termination forms are not needed. All student employee positions for Fall 17/Spring 18 will be ended in banner as of May 6, 2018, except Graduate Assistantship positions contracted for a later end date. We only need termination forms if a student leaves a position for reasons other than graduation.

Summer Student Employment
- Summer semester student positions begin on May 7, 2018 and end on August 19, 2018.
- Students must be enrolled full-time for fall
semester 2018 in order to be a Summer Student Employee.

- Students can work a maximum of 25 hours per week all campus positions combined during the Summer. Departments with a critical need for student employees to work beyond the 25 hour limit, will need to submit a Summer Exception Form.

- **Returning or Continuing Students:** Students who are currently working in your position during the Fall 17/Spring 18 Semesters that will continue to work in the same position during the Summer Semester, simply submit a Payroll Authorization Form before or by April 27th if possible. Same would apply for students who worked last summer in the same position.

- **To Hire new or additional student employee(s) for a summer position.** Your position must be advertised by Student Employment. To post your summer position, complete and submit a job posting form before or by April 2nd if possible. Positions are required to be posted for a minimum of 5 business days.

### Fall Hiring – from Upperclassmen & Returning Students

Fall 2017 semester student positions begin on August 20, 2018.

- **Returning or Continuing Students:** Students who are currently working in your position during the Fall17/Spring18 Semesters that will return and continue to work in the same position in Fall 2018, simply submit a Payroll Authorization Form before or by April 27th if possible.

- **To Hire new or additional upper-class Student Employee(s) for a Fall position.** Your position must be advertised by Student Employment. To post your Fall position, complete and submit a job posting form before or by April 2nd if possible. Positions are required to be posted for a minimum of 5 business days. In most cases, positions will be advertised and restricted to FWS students first, as they get priority in the hiring process.

### Fall Hiring –Incoming 1st Year Students with Federal Work Study

The following two options will be available to
recruit incoming first year students with Federal Work Study. Details for both options below will be forthcoming in a separate e-mail.

- Virtual Student Employment Fair – Online July 16, 2018 to July 27, 2018. Students may apply online for positions via this virtual online fair.
- On-Campus Student Employment Fair at Cintas – August 20, 2018

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