**Student Employee Hiring Process**

1) Go to resources on Calvin Portal, click on “Supervisors of Student Employees”, then click on “On Campus Supervisors” and then again on “Review Tutorial”

2) Post a job.

3) Review applications.

4) Go to “R” drive and print off Employment packet. Plant > Staff > Building Services

5) Interview the perspective student worker.

6) Submit e-card.

7) Wait until you have received the green “Authorization to Work” card from Student Employment.

8) Arrange a start date.

9) Train your new employee and allow plenty of time for training.

10) Complete safety training by the end of the student’s first week on the job.

11) Review safety training after the student’s second week on the job.

**Interview Skills and Techniques**

1) Leave plenty of time for the interview.

2) Have someone else with you.

3) Do not allow distractions and be prepared.

4) Describe the job to the student first.

5) Listen twice as much as you talk.

6) If they have worked on campus, talk to their previous supervisor.

7) Use open and probing questions to encourage the person to talk (“What would you like to do?” or “Tell me about a time when you…”).

8) Use reflective and leading questions to encourage expansion. (“That was good, wasn’t it?”)

9) Use closed questions. (A closed question is usually a question that requires a one word answer and often is followed by a “Yes” or “No.”)

10) Use specific questions to establish facts. (Typically they are dates, times, quantities, etc.)

11) Be sure to summarise their responses throughout the interview and at the end.

12) Remember that these students are college kids and you cannot expect them to have 20 years of experience. This might be their first interview. Put them at ease and remember that they won’t know everything. That is what training is for. Be patient.