Student Employment Program



Procedure Manual

2005-2006 Revised December 2005

MISSION

The Student Employment Program (SEP) is designed to benefit both the University and the students. It provides opportunities for students to earn money in an environment where their academic performance is paramount. This program also provides University departments and offices with much needed assistance with everyday operations. The program is administered by the Office of Career Services with support from the Office of Human Resources, Payroll, Comptroller's Office and the Financial Aid Office. The responsibility of Career Services is to provide standardized practices and procedures for student employment, to provide a centralized information system for student employment opportunities and to enhance the awareness of student employment.

CAREER SERVICES PERSONNEL

Cassandra Wheeler Cesar G. Hernandez Liza Valdez Lourdes Carrizal Mirna Infante Monica Muriel cwheeler@tamiu.edu cghernandez@tamiu.edu evaldez@tamiu.edu mcarrizal@tamiu.edu minfante@tamiu.edu mmuriel@tamiu.edu Director Associate Director SEP Specialist Staff Assistant Staff Assistant Staff Assistant

Career Services Student Center 114 5201 University Boulevard Laredo, Texas 78041 Phone (956) 326-2260 Fax (956) 326-2259 studentemployment@tamiu.edu

TABLE OF CONTENTS

4
6
7
8
9
10
10
11
11
12

JOB DESCRIPTIONS

Positions classified as Student Employee or non-need based may be filled by a undergraduate or graduate student that meets the criteria outlined. Students hired for these positions will work up to 19 hours per week and earn the entry pay amount as indicated on the following table.

Positions classified as Workstudy or need based may be filled by an undergraduate or graduate student that meets the criteria. Students hired for these positions will work up to 19 hours per week and earn \$5.25. International students are ineligible for Need-based positions. Students must qualify for financial aid to apply for Need-Based workstudy positions. The employing department will pay 30% of hourly wage for Federal College Workstudy positions, and State College Workstudy positions.

Title Code	Title	Classification	Entry Pay
7700	Federal College Workstudy	Need-based	\$5.25/hour
7701	State College Workstudy	Need-based	\$5.25/hour
7704	Federal College Workstudy (Community Service)	Need-based	\$5.25/hour
7705	Student Employee	Non-need based	\$5.25/hour
7706	Student Lab Assistant	Non-need based	\$6.35 - 7.00/hour
7707	Student Research Assistant	Non-need based	\$8.00 - 10.00/hour
7708	Student Data & Information Assistant	Non-need based	\$7.00 - 12.50/hour
7709	Facility Assistant	Non-need based	\$5.25/hour
7710	Game Room Assistant	Non-need based	\$5.50/hour
7711	Information Desk Assistant	Non-need based	\$6.25/hour
7712	Student Manager	Non-need based	\$8.00/hour
7716	Resident Assistant	Non-need based	Stipend

NOTE: Students with Athletic scholarships do not qualify for State College Workstudy positions.

Federal, State and Federal College Workstudy Community Service: Perform general office duties including but not limited to answering telephones, typing, filing, and photocopying. Provide clerical support to University employees which may include conducting background research, maintaining records, and/or assisting with special projects related to the department.

Student Employee: Performs general office duties including but not limited to answering telephones, typing, filing, and photocopying. Provide clerical support to University employees which may include conducting background research, maintaining records, and/or assisting with special projects related to the department.

Student Lab Assistant: Serves as a resource for students, communicating course-related skills and assisting with the utilization and manipulation of lab instruments and materials. Monitor timed activities (ex: exams). Compare student submissions to faculty-developed standards. Deliver demonstrations of referenced skills.

Student Research Assistant: Works under the direction of faculty for collection and evaluation of research data. Use various equipment to accurately perform methods. Positions may require travel.

Student Data and Information Assistant: Duties solely involve computer work that may include data entry, data manipulation, editing, proofreading and maintenance, desktop publishing, assistance with website design and maintenance.

Facility Assistant: Provide general assistance in the daily operation and maintenance of the Student Center. Duties include setting up meeting/event rooms (tables, chairs, basic AV equipment, staging, etc.); general maintenance of the facility which may involve sweeping, picking up litter, vacuuming, spot-cleaning, straightening up public areas, as well as periodically checking, spot-cleaning, and re-stocking bathrooms, as necessary, and/or assisting with special projects related to the department. Position may involve moving/lifting heavy objects as well as bending/kneeling/stooping.

Game Room Assistant: Provide general assistance in the daily operation of the Student Center game room. Duties include providing customer service to patrons; answering questions regarding games available; monitoring game room activities; enforcing game room rules; managing conflict resolution appropriately; checking-out games and accessories; assisting with various tournaments; keeping the area tidy and clean; and/or assisting with special projects related to the department. Position may involve moving/lifting heavy objects as well as bending/kneeling/stooping.

Information Desk Assistant: Provide general information service, in person or by phone, at the information desk of the Student Center. Duties include dispensing campus directions and general information about University activities, services, and offices; and/or assisting with special projects related to the department. Position may involve moving/lifting heavy objects as well as bending/kneeling/stooping.

Student Manager: Responsible for Student Center operations in the evening, on weekends, and/or during other pre-arranged hours. Duties include opening/closing the facility; training and supervising other student workers; ensuring smooth operation of events, meetings, game room, information center, etc.; ensuring security and safety; managing emergencies and conflict resolution appropriately; and/or assisting with special projects related to the department. Position may involve moving/lifting heavy objects as well as bending/kneeling/stooping.

Resident Assistant at the Residential Learning Center (RLC): Resident Assistants must be mature students, and are selected based on leadership experience, on-campus residence experience, scholarship, and the desire to help residents realize their opportunities for self-development through group living in the residence hall. Resident Assistants are responsible for a floor or building housing approximately 35 residents and should facilitate learning and development, and encourages an atmosphere that promotes community, education and personal growth, mutual respect, citizenship, and an appreciation for diversity. Resident Assistants are responsible for programming and floor activities, checking students in and out, office hours and administrative duties, and acts a resource for students.

In addition, Resident Assistants interpret, support and enforce policy; performs administrative duties assigned by the Residential Hall Director staff, and keeps in constant communication with other Resident Assistants, Residential Hall Director and Central Office staff. Resident Assistants report directly to the Resident Director or Residence Hall Manager.

Resident Assistants are expected to conduct themselves in a professional manner while performing their duties. The nature of their responsibilities make it essential that students in this position have genuine concern for others, maintain a positive outlook, inspire respect, set a good example in attitude and appearance, be visible on their floors and communicate well with others.

ELIGIBILITY REQUIREMENTS

Workstudy or Student Employee positions may be filled by any student that meets the criteria outlined below. <u>Departments or offices may include other preferred qualifications for Student Employee positions on the **Student Personnel Requisition Form**. Every semester, including summer months, Career Services will review enrollment status and grade point average to ensure adherence to criteria.</u>

WORKSTUDY POSITIONS

- Students must be eligible citizens and demonstrate financial need. Financial Need is determined by the Financial Aid Office based on a current Free Application for Federal Student Aid [FAFSA] submitted by the student.
- Students must be registered at least half-time (6 credit hours) in a degree-granting course of study.
- Students must not be in default or delinquent on any loan plan with the University, State, or Federal Government.
- Students are employed for the academic year, September 1 May 31, with no break inbetween semesters; students do not work during the summer months.
- Student hired for these positions will work up to 19 hours per week and earn \$5.25/hr

STUDENT EMPLOYEE POSITIONS

Undergraduates or Graduate students may apply for any student employee positions meeting the criteria outlined below. Departments or offices may include other preferred qualifications for applicants on the **Student Personnel Requisition Form**.

- Students must be registered at least half-time (6 credit hours) in a degree-granting course of study during the Fall or Spring semesters.
- Undergraduate F-1 or J-1 students are required to be enrolled 12 semester credit hours and Graduate F-1 or J-1 students must be enrolled for 9 semester credit hours as per INS regulations.
- During the Summer, students do not have to be enrolled in either session. Students must sign a **Career Services Letter of Intent** indicating that they will be admitted for the Fall Semester at least part-time
- Students are employed for the academic year and throughout the summer months without a break. They continue to work until they do not meet the eligibility requirements
- Student employees hired for these positions will work up to 19 hours per week and earn the entry pay amount as indicated on the previous table.
- Undergraduate Students must have and maintain an overall grade point average of 2.0/4.0; whereas Graduate students must have and maintain a 3.0/4.0

VACANCY REPORTING

At the beginning of each academic year, the hiring supervisor will fill out a "Work Study Request Form" requesting Workstudy positions for their department. Upon approval, the hiring supervisor will be given allocated slots and students. When a student resigns from the position, the hiring supervisor will need to follow the steps as outlined in "Work Study Vacancy."

To create a <u>new</u> Student Employee position, hiring supervisors need to submit a memo approved by the Chair, Dean and the President. The memo must indicate the number of positions, title code/position name, the total cost per year with hours, and the account number from where the funds will be drawn. Upon approval, the hiring supervisor will then submit the **Student Personnel Requisition Form** to start the process. When a student resigns from the position, the hiring supervisor will need to follow the steps as outlined in "Student Employee Vacancy." Below are the steps for filling a vacancy when a student resigns from a position.

Student Employee vacancy:

- Submit a Student Personnel Requisition Form to Career Services.
- 2. Submit a **Student Budget Action** Form for the student leaving the position along with the **Resignation** Letter, Exit Form, and Exit Survey.
- 3. Have the student fill out an **Exit Form** to notify the Payroll Office and the Office of Human Resources how the student will receive their final paycheck.
- 4. When all documents above are received by Career Services, the **Student Personnel Requisition** Form is sent to the <u>Comptroller's office for approval.</u>
- 5. Career Services will advertise the position for a minimum of 5 days or longer per request of the hiring unit.
- After the position closes, applicants are verified for eligibility and informed via email of their application status (See Appendix for sample email).

Work Study vacancy:

- Submit a Student Personnel Requisition Form to Career Services.
- 2. Submit a **Student Budget Action Form** for the student leaving the position along with the **Resignation Letter, Exit Form, and Exit Survey.**
- Have the student fill out an Exit Form to notify the Payroll Office and the Office of Human Resources how the student will receive their final paycheck.
- When all documents above are received by Career Services, the Student Personnel Requisition Form is sent to the <u>Office of</u> <u>Financial Aid for approval.</u>
- 5. Students vacating their position must have an exit interview with the Office of Financial Aid Director.
- Career Services will advertise the position for a minimum of 5 days. Positions <u>will not</u> be re-advertised.
- After the position closes, applicants are verified for eligibility and informed via email of their application status (See Appendix for sample email).

SELECTION PROCESS

Supervisors and other involved in the hiring process must insure that each person shall be considered solely on the basis of qualifications, without regard to race, color, sex, religion, national origin, age, handicapped status, disabled or veteran status.

The selection process will include:

- 1. Review the applications
- 2. Select applicants and set-up interview appointments
- 3. Complete a Student Referral for Interview Form for each student interviewed

When the hiring supervisor has selected a student, the following forms have to be typed and hand delivered to the Office of Career Services.

- 1. Student Referral for Interview Form for each student interviewed
- 2. **Student Budget Action Form** for the student selected to be typed under "Proposed Section."
- 3. The above forms along with the **Student Application** must be hand delivered to the Office of Career Services

The hiring department must do the following when hiring any student worker. Students may not work until all documentation has been received and verified by the Office of Career Services. Hiring supervisor cannot promise or offer employment to students. When a student has been selected, the Office of Career Services will contact the student to offer employment and schedule an orientation.

Information on positions will be filed and made available for student viewing at Career Services, students will be informed via email regarding their application status, and the position status can be viewed online at <u>www.tamiu.edu/career/postings</u>

ORIENTING THE STUDENT

Obtaining good working habits and practice takes time and orientation. For many students, this may be their first job ever, what may seem common sense or obvious to you may not be the same for the student. Therefore, it is in the best interest of the supervisor to provide a brief orientation to their new student worker(s).

Students may have numerous questions as to what their duties and responsibilities will be. Every department will have different tasks and duties according to their area of specialty. Take some time to provide training or assign a person who will be training and supervising the student.

- Advise student of appropriate dress code for your department
- Work out a work schedule according to the student's class schedule
- Advise student how to access the appropriate time cards online (www.tamiu.edu/admin/ohr/timecards)
- Assign a workstation and/or area where they can leave personal belongings
- Introduce the student to staff in the department
- Train the student on any equipment that they will be using (fax, copier, scanner, exercise equipment, etc.)
- Train the student how to greet callers on the phone, transfer calls, retrieve messages, and write phone messages.
- Orient the student to the office routine (i.e.: getting and sorting the mail)
- Advise students that they must report to the supervisor regarding tardiness or absenteeism in advance.
- Discuss with the student regarding responsibilities, duties, procedures, and expectations
- Allow your student time to complete the online trainings (<u>https://sso.tamu.edu</u>) during working hours so that they will become aware of the University policies and procedures:
 - Creating a Discriminating-Free Workplace
 - o Ethics
 - Security Awareness
 - Make sure the student has signed up for Direct Deposit and electronic W-2
- Allow the student to attend the Student Employment Workshops designed for student workers. Topics covered include Customer Service and Telephone Etiquette.
- Provide instructions clearly and completely
- Advise student of confidentiality if applicable to position
- Encourage student(s) to ask questions to avoid any future problems that may arise

STUDENT RESIGNING

Students wishing to discontinue employment, must notify their supervisor in person and submit a **Student Resignation Letter** with at least one week notice. The supervisor must then submit to the Office of Career Services:

- 1. Student Employment Budget Action Form
- 2. Student Personnel Requisition Form
- 3. Student Resignation Letter
- 4. Student Exit Survey Form
- 5. Student Exit Form

If a workstudy student decides to discontinue employment, the student must fill out an **Student Exit Survey Form** and meet with Ms. Laura Elizondo, Director of Financial Aid, for an exit interview.

TERMINATING A STUDENT

Student workers who demonstrate unsatisfactory work performance or work attendance may be dismissed from employment. Upon demonstration of unsatisfactory performance, the supervisor should immediately:

- 1. Document the incident with the date and time of occurrence and a verbal warning
- 2. Give the student a warning letter that specifies the problem and a resolution
- 3. Give the student a reasonable probationary period to improve performance

If the student subsequently fails to improve performance, the supervisor may submit a **Termination Letter** to the student to end employment with a two week notice. In this case, the supervisor must submit to the Office of Career Services the following:

- 1. Student Employment Budget Action Form
- 2. Student Personnel Requisition Form
- 3. Termination Letter (original) and include the date(s) of the verbal warning(s)
- 4. All warning letters leading up to the termination

Termination of employment without warning is only allowed for gross misconduct or improper conduct (i.e.: theft, physical abuse of others) as found in the Ethics Policy (available online). If assistance is needed in resolving conflicts regarding Ethics violation, Harassment or Discrimination only, please contact the Office of Human Resources. Please direct all other conflicts, issues or questions to the Director of the Office of Career Services.

EVALUATING A STUDENT

Student and workstudy employees will be evaluated at the end of the Fall, Spring and Summer II semesters. Evaluations are sent to the departments approximately three weeks prior to the end of the semester. Supervisors are responsible to meet with their student(s) to review their performance. **Student Evaluations** must be submitted to the Office of Career Services by the deadline.

As part of the Quality Enhancement Program (QEP) <u>http://www.tamiu.edu/sacs/pdf/QEP-Final.pdf</u>, students will be evaluated on their writing ability effective Fall 2005. Writing will be based on grammar and presenting a clear flow of ideas. Phone messages, flyers and work orders can be used to evaluate the student's writing ability. If a student receives a low score on the writing criterion, the student will be contacted by the Office of Career Services who will then strongly encourage the student to utilize the services offered by the Writing Center.

The writing component of the **Student Evaluation** serves an integral part of the "QEP Goals and the 2001-2005 Strategic Plan". The Office of Career Services strives to ensure that Texas A&M International University students and graduates have mastered those writing skills necessary for professional success in their chosen careers (QEP Goal #3).

PAYROLL

Supervisors are responsible for monitoring a student worker's time card to ensure that they have accurately indicated hours worked. Supervisors and students must complete and sign a time card for the period worked to receive payment. Time cards are initially given to the student at "Student Orientation", subsequent time cards can be accessed at the Office of Human Resources at http://www.tamiu.edu/adminis/ohr/timecards

A schedule of pay periods and time card due dates is provided by the Payroll Office at <u>http://www.tamiu.edu/adminis/payroll/documents/PayrollSchedule-Biweekly.pdf</u>

Students will sign up for Direct Deposit at "Student Orientation" and will receive paystubs electronically. They may view a history of their pay online at <u>https://sso.tamu.edu</u>. In addition, students will use that website to sign up for electronic W-2's. Students will receive their W-2 faster and the printout is accepted by the IRS when filing taxes. Questions regarding sign-up for Direct Deposit or W-2 should be directed to the Office of Human Resources.

APPENDIX

Career Services Letter of Intent	13
Letter of Termination for Non-Enrollment	14
Letter of Termination for G.P.A. Requirement	15
Student Evaluation	16
Student Employment Budget Action Form	17
Student Personnel Requisition Form	19
Student Resignation Letter	20
Exit Processing Form	21
Exit Survey Form	22
Student Employment Application	23
Referral for Interview Form	25
Student Sample Email: Application Status	26



STUDENT EMPLOYMENT PROGRAM LETTER OF INTENT

I ______ Certify that (1) I was enrolled and was in attendance at least a halftime student at Texas A&M International University during the preceding period of regular enrollment (regular session) at Texas A&M International University and will complete my course of study during such Special Session, *OR* (2) I will be enrolled or have been accepted for enrollment at Texas A&M International University at least a half-time student for the regular sessions following such Special Session.

Student Signature

Career Services Signature

Date

Date



LETTER OF TERMINATION FOR NON-ENROLLMENT

October 27, 2003

Dear Student:

We have checked your status for the <u>Fall 2005</u> semester as required by student employment regulations and have determined that you did not meet the enrollment requirement as stated under the Student Employment Program policy. You are being dismissed for reason stated below:

Undergraduate students

➡ Must be enrolled in or pre-registered for at least 6 semester credit hours during the Fall and Spring semesters in a degree-granting course of study.

➡ Must be enrolled in at least 3 semester hours during the Summer term in which the work is to be done; be admitted for Fall semester; or have been enrolled as a student the prior semester/term and have a reasonable expectation of returning the next term or semester

Graduate students

➡ Must be enrolled in or pre-registered for at least 6 semester credit hours during the Fall and Spring semester in a degree-granting course of study.

➡ F-1 or J-1 status applicants are required to be enrolled 9 semester credit hours as per INS regulations
 ➡ Must be enrolled in at least 3 semester hours during the summer term in which the work is to be done; be admitted for the Fall semester; or have been enrolled as a student the prior semester/term and have a reasonable expectation of returning the next term or semester

Your termination date is as of today <u>Monday, October 27, 2003.</u> If you have any questions, please do not hesitate to call or come by the office.

If your status should change in the coming semester, we encourage you to re-apply for available student employment positions

Sincerely,

Elizabeth R. Valdez Student Employment Manager

cc: Supervisor, Title

5201 University Boulevard Laredo, Texas 78041, U.S.A (956) 326-2260 FAX (956) 326-2259



LETTER OF TERMINATION FOR GRADE POINT AVERAGE REQUIREMENT

January 7, 2005

Dear Student:

We have checked your status for the <u>Fall 2005</u> semester as required by student employment regulations and have determined that you did not meet the minimum cumulative grade point average. requirement as stated under the Student Employment Program policy. You are being dismissed for reason stated below:

Grade Point Average:

Undergraduate Students -→ Must have and maintain a minimum cumulative grade point average of 2.0/4.0

Graduate Students:

➡ Must have and maintain a minimum cumulative grade point average of 3.0/4.0

Your last day of employment will be, <u>Friday</u>; January 14, 2005. Please fill out an exit form and turn it in to your supervisor. If you have any questions, please do not hesitate to call or come by the office.

If your status should change in the coming semester, we encourage you to re-apply for available student employment positions.

Sincerely,

Elizabeth R. Valdez Student Employment Specialist

cc: Supervisor Name, Title

5201 University Boulevard Laredo, Texas 78041, U.S.A (956) 326-2260 FAX (956) 326-2259



TEXAS A&M INTERNATIONAL UNIVERSITY STUDENT EVALUATION

A Member of the Texas A&M University System

Name of Student

Social Security Number

Employing Department

PERFORMANCE EVALUATION:

Please evaluate the student employee for each criterion shown below. If the characteristic does not apply or you do not have sufficient information, please check the column marked "N" for "No Evaluation."

5-Superior; 4-Above Average; 3-Average; 2-Below Average; 1-Poor

	5	4	3	2	1	Ν
Dependability : trustworthy, punctual, reliable, responsible, good attendance.						
Cooperation : works well with others, conscious of responsibility to working group.						
Attitude towards work: willingness to work and get the job done, shows interest.						
Initiative : performs assigned tasks without prompting; performs unassigned, useful work.						
Quality of work: work is accurate and acceptable, uses materials and time wisely.						
Quantity of work : amount of satisfactory work performed and completed on schedule.						
Writing ability: writing is grammatically correct and acceptable, clear and logical flow of ideas, does not need revision or clarification.						

COMMENTS:

Supervisor	Date	Student	Date
Career Services	Date		Date

STUDENT EMPLOYMENT TEXAS A&M INTERNATIONAL UNIVERSITY PERSONNEL/BUDGET ACTION FORM



								Date			
Social Secur	l ity No.	Last Name			Firs	t	Middle		Last Day Physically At Work		
US			Paving		96		Title	Rate of 1	Pay	Effectiv	re Date
STATUS	Department	ADLOC	Paying Account	PIN	Effort	Title	Code No.	Hourl	y	Start	End
EN											
PRESENT											
ΡF											<u> </u>
IUS			Parina		96		Title	Rate of Pay Effectiv		e Date	
ΤA	Department	ADLOC	Paying Account	PIN	Effort	Title	Code No.	Hourl	y	Start	End
S D S											
PROPOSED STATUS											
OP											
ΡR											<u> </u>
											<u> </u>
	Action: (Indicate applicable items) New Hire Reappointment Resignation Reclassification Discharge Promotion Lay-Off Transfer Death Leave of Absence Other (Explain)		Justificati	on/Explanation:							

1.	Submitted by	Date	3.	Financial Aid Officer (Need-Based Positions Only)	Date
2.	Budgetary Unit Head	Date	4.	Career Services Officer	Date
			2: HUMAN RE 2: PAYROLL SUPERVISO EMPLOYEE FINANCIAL	OR E	

INSTRUCTIONS FOR COMPLETING STUDENT EMPLOYMENT PERSONNEL/BUDGET ACTION FORM (PBAF)

- 1. Date Action Prepared: Indicate date on which the PBAF is prepared by initiator.
- 2. Social Security Number: Each PBAF must display the individual's social security number.
- 3. Last Day Worked: Indicate the last date on which the employee was physically at work.

PRESENT STATUS (This section is to be used to indicate the current employment status of an employee.)

- 1. Department: Name of department to which employee is responsible.
- 2. ADLOC Number: Number of administrative department to which position is responsible.
- 3. Paying Account: Account to which employee salary expense is to be charged.
- 4. **PIN Number:** Position Identification Number. This number for student workers is "L" followed by the student's social security number.
- 5. Percent Effort: Full-time Equivalent. Indicate the percentage of time the employee will work for each account from which paid. Example: 19 hrs per week = 49% 15 hrs per week or less = 30%
- 6. Title: Indicate narrative title as specified in the Comprehensive Pay Plan.
- 7. Title Code: Indicate numerical code for the title as specified in the Comprehensive Pay Plan.
- 8. Rate of Pay: Indicate hourly rate of pay.
- 9. Effective Date: Indicate month/day/year on which the transaction becomes effective and, if known, when it terminates. If the ending date is unknown, leave blank.

<u>PROPOSED STATUS</u> (This section is to be used for new hires. It is also to be used to propose a change from the current employment status. Current employment status is indicated in the PRESENT STATUS section.)

- 1. Type Action: Indicate type action by placing a check by the appropriate term(s).
- 2. Justification/Explanation: Please provide brief statement to clarify the reason for the action.
- 3. Approvals: Submit through prescribed administrative approval channels for signatures in the order indicated on the PBAF.



STUDENT PERSONNEL REQUISITION

	Date:	(For Caree	er Services Use Only)			
		Job Numb	er:			
Employing Department		Application Deadline (to be entered	d by Career Services)			
Position Classification (check one)		Hours per week (check one)				
Need based/Work study	Non-need based	19 15	Other			
Refer Applicants To:	Title:	Location & Phone Extension:	Date Employee Desired:			
Position Identification: ADLO	C No Payin	g Acct				
New Position: Yes	No	Title Code				
Replacement for:	who:	Resigned Transferred	Other			
Preferred Qualifications: (Non-Need Based Only)						
Undergraduat	te Student	Computer Skills				
Graduate Stu	dent	Office Skills				
Student Majo	or/Minor	Other				
Completed C	redit Hours	No Preferred Qualifications				
APPROVALS						
1 Requestor	Date	3Career Services	Date			
Budgetary Unit Head	Date	Fiscal Officer	Date			

AN EQUAL OPPORTUNITY EMPLOYER

REQUIRED ELEMENTS FOR A RESIGNATION LETTER

- 1. Date
- 2. Student's place of employment: Office/Department Name
- 3. Supervisor's name
- 4. State resignation
- 5. Date of student's verbal resignation to the supervisor
- 6. Last day of employment
- 7. Student signature
- 8. Student's social security number or UIN

INSTRUCTIONS FOR COMPLETING STUDENT EMPLOYMENT

INSTRUCTIONS FOR COMPLETING STUDENT EMPLOYMENT PERSONNEL/BUDGET ACTION FORM (PBAF)

- 1. Date Action Prepared: Indicate date on which the PBAF is prepared by initiator.
- 2. Social Security Number: Each PBAF must display the individual's social security number.
- 3. Last Day Worked: Indicate the last date on which the employee was physically at work.

PRESENT STATUS (This section is to be used to indicate the current employment status of an employee.)

- 1. Department: Name of department to which employee is responsible.
- 2. ADLOC Number: Number of administrative department to which position is responsible.
- 3. Paying Account: Account to which employee salary expense is to be charged.
- PIN Number: Position Identification Number. This number for student workers is "L" followed by the student's social security number.
- 5. Percent Effort: Full-time Equivalent. Indicate the percentage of time the employee will work for each account from which paid. Example: 19 hrs per week = 49% 15 hrs per week or less = 30%
 coming re working with

epartment

nent.

- 6. Title: Indicate narrative title as specified in the Comprehensive Pay Plan.
- 7. Title Code: Indicate numerical code for the title as specified in the Comprehensive Pay Plan.
- 8. Rate of Pay: Indicate hourly rate of pay.
- Effective Date: Indicate month/day/year on which the transaction becomes effective and, if known, when it terminates. If the ending date is unknown, leave blank.

<u>PROPOSED STATUS</u> (This section is to be used for new hires. It is also to be used to propose a change from the current employment status. Current employment status is indicated in the PRESENT STATUS section.)

- 1. Type Action: Indicate type action by placing a check by the appropriate term(s).
- 2. Justification/Explanation: Please provide brief statement to clarify the reason for the action.
- Approvals: Submit through prescribed administrative approval channels for signatures in the order indicated on the PBAF.

EXIT PROCESSING FORM



OFFICE OF HUMAN RESOURCES

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

Emplo	yee Name:	
Social	Security Number:	
1)	Forwarding Address:	
	Phone:	
	Email:	
2)	If not participating in	direct deposit, please provide instructions for final paycheck(s).
	Check one:	
		I will pick up.
		Mail to the above address.
		Other:

Employee's Signature

Date



6

STUDENT EMPLOYMENT PROGRAM EXIT SURVEY FORM

Please share your personal views on your employment by answering the questions below. Your responses are valuable and will be used to better improve our work environment and to identify areas of concern.

Department: _____ Title: ____ Student Employee ____ Federal College Work Study

Reason for Leaving Position:

Resignation Transfer Dismissal GPA/Enrollment Status Graduation

If resigned or transferred, which factor(s) affected your decision:

Better Job Opportunity	Work Schedule Flexibility	Salary	Supervision
Other:			

Using the following ratings that best reflect your employment experience:

1	2	3	4		5			6
Extremely Dissatisfied Applicable	Dissatisfied	Neutral	Satisfied	E	xtremely I	Dissatisfie	d	Not
Fair treatment from sup	ervisor/co-workers.		1	2	3	4	5	6
Cooperation within dep	artment/office		1	2	3	4	5	6
Amount of content or v	olume of work		1	2	3	4	5	6
Orientation to duties/re	sponsibilities of posi	ition	1	2	3	4	5	6
Flexibility of work sche	edule to meet class s	chedule		1	2	3	4	5
Recognition received for	or doing a good job.	••••••		2	3	4	5	6
Opportunity to participation				2	3	4	5	6
Overall supervision	1			2	3	4	5	6
Overall rating of your S				2	3	4	5	6

Could anything have been changed to keep you at your current position? If so, please explain.

If applicable, were Career Services or Human Resources made aware of your situation and was the issue resolved?

If you would like an opportunity to discuss your experiences while working at TAMIU, please contact the Student Employment Program Coordinator either in person in SC-114 or by phone at (956) 326-2260.

PLEASE SUBMIT FORM ALONG WITH RESIGNATION TO CAREER SERVICES, SC-114.



APPLICATION FOR STUDENT EMPLOYMENT OFFICE OF CAREER SERVICES

Today's Date	Date Available for Work	Job Number
Financial Aid Approval (For office use only)	Do you have a complete and current Financial Aid folder?	Have you previously applied for student employment this term?
	Yes No	Yes No

PERSONAL DATA:

Name (last, first, middle, maiden)	Social Security Number & e-mail address
Current Address	Home Phone
City, State, Zip Code	Work Phone
Have you ever been convicted of a felony? Yes No	If "Yes," describe location, date, and circumstances:
Are you a U.S. Citizen? Yes No	If "No," please specify your visa/immigration status:
Do you have any relative working for TAMIU? Yes No	If "Yes," list names, relationships, and where employed:
Have you ever been employed by the State of Texas (state agency)?	If "Yes,"
Yes No	When? Which Agency?

EDUCATION INFORMATION:

Circle highest gra	de completed:	12	GED	Asso	ociates	Bachelor's	Master's		
Date entered/entering TAMIU:				Expected TAMIU Graduation Date:					
Currently Enrolle	d? Yes	No			Next term	of enrollment:			
If "Yes", how many hours?			How many hours?						
Type of School	Name and Location	ı of School	<u>Dates Attend</u> From 7						Major/Minor Field
College	e e								
or University									
Technical/ Vocational									

EMPLOYMENT RECORD:

Employer:				Phone:	Full-Time	
Mailing Address:				Type of Business:	Part-Time	
City, State, Zip Code					Seasonal	
Starting Date:	Ending Date:	Starting Salary:	Ending Salary:	Starting Position Title:	Ending Position Title:	
Briefly Describe your	r duties and responsi	bilities: (Indicate any sup	ervisory experience)			
Immediate Superviso	r:			Reason for Leaving:		
Employer:				Phone:	Full-Time	
Mailing Address:				True CDairean	Part-Time	
City, State, Zip Code	:			Type of Business:	Seasonal	
Starting Date:	Ending Date:	Starting Salary:	Ending Salary:	Starting Position Title:	Ending Position Title:	
Briefly Describe your	r duties and responsi	bilities: (Indicate any sup	ervisory experience)			
	1		,, ,, ,, , , , , , , , , ,			
Immediate Superviso	r:			Reason for Leaving:		
Employer:				Phone:	Full-Time	
Mailing Address:				Type of Business:	Part-Time	
City, State, Zip Code	:				Seasonal	
Starting Date:	Ending Date:	Starting Salary:	Ending Salary:	Starting Position Title:	Ending Position Title:	
Briefly Describe your	r duties and responsi	bilities: (Indicate any sup	ervisory experience)			
Immediate Superviso	r:			Reason for Leaving:		
May we Contact:		Your Present	Your Former Emplo	yer		
List any other job skills. Please include office machines, computer hardware and/or software, languages, etc						
I certify that I intend to meet and maintain the registration and grade point average requirements of the Texas A&M International University Student						
Employment Program. I understand that if I fall to meet and/or maintain the criteria, Texas A&M International University has the right to deny or discontinue employment. I also certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and are given in good faith. I understand that any false statements made herein will void this application and any actions based on it.						
					Date	

REFERRAL FOR INTERVIEW FORM OFFICE OF CAREER SERVICES



A Member of the Texas A&M University System

PLEASE COMPLETE,	SIGN, AND	RETURN THIS	FORM TO (CAREER S	SERVICES.	DO NOT I	RETURN T	HIS FORM
WITH THE APPLICAT	NT.							

	Date		Job Vacancy #					
Applicant	Title of Vacant Position							
Supervisor	Employing Departmen	:	Location & Ext. #					
Career Services Representative COMPLETE THIS SECTION BY SELECTING "A" OR "B" AS APPLICABLE.								
COMPLETE THIS SI	ECTION BY SELEC	TING "A" OR "B".	AS APPLICABLE.					
A * Applicant is selected for	or employment. (Appo	intment is subject to co	mpliance review by Career Services.)					
Date Employee I	Desired	Wage	/hour					
Remarks (option	al)							
B Applicant is not selected	B Applicant is not selected for employment. (Indicate applicable reason(s) below):							
This applicant has less	ss education and/or ex	perience than the appli	cant selected.					
This applicant's edu	□ This applicant's education and/or experience is less relevant than that of the applicant selected.							
This applicant's skills/abilities (communication, computer, typing skills, etc.) are not as strong as those of the applicant selected.								
□ This applicant does	□ This applicant does not have the preferred qualifications.							
□ This applicant is una	□ This applicant is unable to meet the work schedule of the position.							
This applicant's interview was less effective than that of the applicant selected.								
This applicant's references were unsatisfactory.								
□ This applicant failed to report to the scheduled interview.								
□ Other								
*My signature certifies that the best-qualified applicant has been selected and that Equal Employment Opportunity practices have been observed.								
	Signa	ure	Date					

AN EQUAL OPPORTUNITY EMPLOYER

SAMPLE STUDENT EMAIL: APPLICATION STATUS

I. APPLICATION REFERRAL EMAIL

Thank you for applying to the Student Employee position in the (**Insert office or department name**). Your application has been submitted to the hiring supervisor who may contact you to schedule an interview. Good luck in your job search.

This message was sent by the Office of Career Services/Student Employment Program. Please forward any questions to <u>careerservices@tamiu.edu</u> or call 326-2260.

II. APPLICANT DID NOT QUALIFY

Thank you for applying to the Workstudy position in the (**insert office or department name**). Unfortunately, you did not qualify for the work-study position because you do not have a folder or the folder is incomplete.

Should you have questions about why you do not qualify, please check any pending documentation you may have through LASSO or contact a counselor from the Office of Financial Aid.

Ms. I. Karina Moreno	Freshman Counselor	956.326.2212	<u>karina@tamiu.edu</u>	Killam Library 158E
Ms. Elizabeth Lopez	Sophomore Counselor	956.326.2215	<u>elopez@tamiu.edu</u>	Killam Library 158D
Ms. Melanie E. Martinez	Junior Counselor	956.326.2228	<u>memartinez@tamiu.edu</u>	Killam Library 158C
Ms. Roxana Peña	Senior Counselor	956.326.2226	rpena@tamiu.edu	Killam Library 157E
Mr. Basilio Salas	Post- Baccalaureate Counselor	956.326.2227	<u>bsalas@tamiu.edu</u>	Killam Library 157D

Please feel free to apply to other student employment positions as they become available.

This message was sent by the Office of Career Services/Student Employment Program. Please forward any questions to <u>careerservices@tamiu.edu</u> or call 326-2260.