Temporary & Student Employment Workshop

Division of Human Resources
Adobe Connect Functionality
Today’s Speakers

Stephanie Felisme, Human Resources Manager
Temporary and Student Employment Services
Talent Acquisition and Management

Dana Sacco, Assistant Director
Employee and Labor Relations
Agenda

• On-Campus Internship Program
• Volunteers & Interns (unpaid)
• Hiring Temporary & Student employees
• Temp/Student Action Forms
• Managing Temporary & Student Employees
ON-CAMPUS INTERNSHIP PROGRAM

Stephanie Felisme, Human Resources Manager
Temporary and Student Employment Services
Talent Acquisition and Management
An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

(Source: National Association of Colleges and Employers)
How to Participate

• Work with HR to update current postings to reflect internship characteristics and working titles
  o Supervisor in the area of expertise
• Complete Learning goals
  ▪ Learning goals are specific and clear statements describing the outcome that should be achieved upon the end of the internship. It should include where the intern is at now and the steps to get to this achieved outcome.
• Complete online mid-term and final evaluations
  ▪ Mid Evaluations allow the supervisor and intern to review where they are in terms of meeting those set learning goals.
  ▪ Final Evaluations allow the supervisor and intern to review whether the set learning goals were achieved.
VOLUNTEER & INTERN (UNPAID)
Volunteer/Intern forms

• We are no longer using EH&S forms.
• Departments with internal forms must use the HR forms.
  o HR forms should be at the top of the submission.

FIU Volunteer/Intern Application (A)

Instructions: Please complete this application and submit to supervisor.

1. Personal Information: Please write legibly.
   Name: ___________________________ Date of Birth: ___________________________
   Note: FIU does not allow anyone under the age of 14 years to serve as volunteer. There are restrictions on services that can be performed by minors between the ages of 14 and 18 years.
   Cell Phone: ______________________ Email: ________________________________
   Mailing Address: ___________________________________________________________
Volunteer/Intern forms

• No more paper submissions for Volunteer/Intern (unpaid):
  o Application A & B form (and POI form if applicable) must be submit to volunteers@fiu.edu as one legible PDF attachment.
  ❖ Other POI types outside of these 2 types, i.e. External Trainee, Consultant, etc., will still need to be submit directly to PC224 for Employee Records processing.

FIU Volunteer Application-Supervisor Form (B)

Instructions: Please complete this application and submit to volunteers@fiu.edu as one legible PDF attachment.

Name of Volunteer: __________________________ Title of Project: __________________________
Name of Supervisor: ______________ Telephone: __________________________ Email: __________________________
Date Volunteer Work Begins: ______________ Date Volunteer Work Ends: ______________
Estimated Hours per week: ______________ Location of Volunteer Work: __________________________
Description of work to be performed (Please be detailed): __________________________

☐ Working with minors ☐ Handling sensitive information ☐ Providing IT services ☐ Traveling ☐ Handling currency
HIRING TEMPS & STUDENTS
Job Codes

Temporary Appointment Job Codes
- 0012 Executive, Administrative, Managerial
- 0013 Other Professional (OPS) - NO LONGER USED
- 0014 Clerical/Secretarial
- 0015 Technical/Paraprofessional
- 0016 Skilled Craft
- 0017 Maintenance/Services

Student Appointment Job Codes
- 9190 Student Assistant
- 9192 Federal Work Study (FWS)
Definition

Temporary Appointment (Non-Student)
- A department may hire an employee for a temporary appointment for the purpose of accomplishing one of the following:
  - Short-term assignment
  - Peak load assignment
  - Project-based assignment
  - Replacement of incumbent on Medical/FMLA defined leave
- Temporary Appointments are for a 1 year period and extensions are granted on a case by case only with prior approval from Temp & Student Employment Services.

Student Assistant Appointment
- A department may hire a student employee to support day-to-day functional operations or for research opportunities within the units.
- A student classified as a Student Assistant may work up to 20 hours per week during the academic semester and up to 30 hours per week during the breaks.
Posting a Temp/Student Position

Complete and save the forms as PDF to submit to temps@fiu.edu.
Do not print.
- Processed within 3 to 4 business days.
- Closing date will be provided to Preparer.
### Reviewing Applicant Pool

**Human Resources admin>Main Menu>Recruiting>Browse Job Openings**

#### Manage Job Opening

**Job Opening ID:** 511671  
**Job Posting Title:** Marketing & Publications, Temporary  
**Job Code:** 0014 (CLERICAL)  
**Job Family:** TEMP (TEMPORARY)

**Status:** 010 Open  
**Business Unit:** AACNR (ENROLLMENT SERVICES)  
**Department:** 123200000 (Office of Admissions)

#### Applicants

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<th>Reviewed</th>
<th>Applicant Name</th>
<th>Applicant ID</th>
<th>Type</th>
<th>Vet Pref</th>
<th>Disposition</th>
<th>Resume</th>
<th>Reference Status</th>
<th>Applicant Attachments</th>
<th>Application</th>
<th>Interest</th>
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<td></td>
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<td>Cody Norris</td>
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<td>Darren Shore</td>
<td>610221</td>
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<td><img src="#" alt="Interest Icon" /></td>
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<td>Dennise Ramirez</td>
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</table>
Temp/Student Hiring Process

Hiring Manager (HM) selects Finalist from applicant pool

Temp/Student Hire Form is submitted to temps@fiu.edu for approvals

TAM extends job offer with effective start date

Candidate accepts offer in the system and submits paperwork

TAM completes onboarding and routes to Employee Records
Title: New Hire/Rehire Form

- Submit to temps@fiu.edu only.
- Notify TAM of Remote Hires when submitting this form.
- Notify TAM of international hires without a SSN.

### No signatures required:
- Brand new hire to FIU.
- Brand new hire to your department.

### Require signatures:
- Start date revision.
- Re-activation to same job/department (less than 1 year).

#### Employee Information

<table>
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<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Business Unit</td>
<td>Select Business Unit</td>
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<tr>
<td>Supervisor Name</td>
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<tr>
<td>Job Code/Title</td>
<td>9190 - Student Assistant</td>
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<tr>
<td>Standard Hours</td>
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<tr>
<td>Start Date</td>
<td>Month / Day / Year</td>
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<tr>
<td>Rate</td>
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<tr>
<td>Pay Periods</td>
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</tr>
<tr>
<td>Rate Type</td>
<td>Bi-weekly, Hourly, Fee for Service</td>
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<tr>
<td>Total Contract Rate</td>
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</tr>
<tr>
<td>Job Duties/Responsibilities</td>
<td></td>
</tr>
</tbody>
</table>

#### For Rehires, provide Justification/Explanation:
Hiring Exception Form

Provide a brief explanation of why the candidate began working prior to completing the required onboarding process (i.e. background clearance, official job offer from Recruiter, new hire paperwork, etc.) & what corrective action will be taken for future Compliance.

Direct Supervisor Signature                                      Print Name                             Date

____________________________________________________________

Business Unit Head Signature                                   Print Name                             Date

____________________________________________________________

HR-Recruitment Signature                                       Print Name                             Date

____________________________________________________________

This form must be scanned in and submit to temps@fiu.edu only. (Attn: Temporary & Student Employment Services)

07/18/2016 – Daniel Correa
Version 11.13.2015
# Pre-Employment Requirements

**Talent Acquisition and Management will initiate:**

- Nepotism check*  
  - Accept job offer online
- Background check* and Fingerprinting*  
  - Complete online sign-on packet
- Extend job offer  
  - Submit supplemental documents

**Please note:** Upon job being extended by TAM, the candidate must submit their supplemental documents to HR within 3 business days of the start date.

*if applicable
Change in Status Form

- Change Department (within same BU)
- Change in Supervisor
- Extend Job End Date
- Change Pay Plan/Job Code
- Change Standard Hours
- Change in Rate
- Terminate Hourly Appointment
- Change in Allocation
- Extend Project End Date

- Requested Effective Date should be the beginning of a pay period.
- Form requires all signatures & can be submit to temps@fiu.edu if marked in red.
- Other request go directly to PC224.
Contract Panel

If an employee is currently “ACTIVE” or a “Rehire less than 1 year” in PSHR, the department must submit Bi-Weekly and Fee for Service contracts through the **Contract Panel** online. (Final approver of Online contracts will be Compensation)

*Contract Panel training is sponsored by Payroll (payroll@fiu.edu).*
TEMPORARY APPOINTMENTS WILL TERMINATE AUTOMATICALLY.

- Report available on HR Liaison SharePoint at intranet.fiu.edu/HR>Select HR Liaisons>Select Reports.
  - 120 days before appointment ends.

- If a “Student Assistant” does not have an “Expected Job End Date” noted on their active Job Data Record, the department must complete a “Change in Status Form” to terminate the appointment upon last day worked.

- It is the responsibility of the department to also complete the Separation of Employment/Transfer Clearance form and submit it to PC224. (ELR Forms Library)

- All separations based on conduct and/or performance must be reviewed with Employee & Labor Relations prior to action being taken.
RESOURCES

Stephanie Felisme, Human Resources Manager
Temporary and Student Employment Services
Talent Acquisition and Management
Step-by-Step Instructions for:
- Hiring Managers
- Student Candidates

Webinar Recording/Slides
Getting Credit for Attending Today

• Go to: go.fiu.edu/tempstudentworkshop
• Use your MyAccounts Username
• Complete Survey
LEADING EMPLOYEES AND MANAGING PERFORMANCE

Dana Sacco, Assistant Director
Employee and Labor Relations
Management Must Manage

• Comply with University Policies and Procedures
• Establish clear/defined expectations; duties/responsibilities; goals/objectives
• Effectively communicate, provide coaching and feedback (positive and constructive)
• Manage behavior and performance consistently
• Follow through
• Always lead by example
Performance Feedback

Positive feedback is an effective motivator – most employees want to obtain more recognition. Recognition fosters more of the appreciated actions.

Constructive feedback alerts an employee to an area in which performance can improve. Constructive feedback is not criticism.

HOW to provide feedback?
- Timely
- Appropriately
- Descriptively – feedback should always be directed to the action, not the person
Effective feedback is specific, not general and is directed towards the action, not the person.

**General:** The report was good.

**Specific:** The report was submitted on time, well-written and made your points about the budget very clear and understandable.
Tips for Providing Effective Feedback

Effective feedback always focuses on a specific behavior, not on a person or their intentions.

**Person:** You were rude at the last staff meeting.

**Behavior:** When you held competing conversations during the meeting, when Mary had the floor, you distracted the people in attendance.
Benefits of Providing Feedback

- **Builds trust**
- Improves employee performance
- Improves employee morale and productivity
- Encourages and motivates self-improvement
- Helps employees with their career planning/development
- Helps employees understand where they stand in relation to the expected performance
- Take advantage of employee insights for improving operations/business
- Promotes teamwork and employee cohesiveness
- Identifies needed changes in human resource management practices
When to Contact ELR

• If you are unsure how to handle an issue

• After you have verbally coached the employee on a matter and improvement is not sustained

• If an act is so egregious it must be addressed immediately beyond a verbal counseling (ex. physical fight)

• Prior to any involuntary separation (based on conduct or performance vs. end of appointment)
Document, document, document

- Create a chronology of events (including dates and times)
- Documentation must be consistent for all employees and issues
- Provide specific examples
- Identify patterns
- Address the action, not the person
- Include feedback/responses provided by the employee
Factors to Consider

Each case is reviewed on an individual basis using the following factors:

- University Policies and Procedures and Past Practices
- Nature and seriousness of the offense
- Impact to the work environment
- Pattern of behavior
- Previous corrective actions
- Amount of time since the last corrective action
- Possible Accommodations or Extenuating Circumstances
- Any other necessary factors
Case Examples

• Employee is not meeting the expectations of the position.
• Employee is not able to work the scheduled hours.
• Employee has worked beyond the awarded hours. What now?
• Employee has a balance of funds/hours and the semester is ending. What now?
• Employee is asking to change job duties, schedule, etc.
• I need to request the employee to perform other functions not listed on the job posting.
Separations of Employment

ELR

- Involuntary Separation
  - Conduct
  - Performance
  - Job abandonment

All Temp/Student Separations in advance of designated end date require:
- Change in Status Form
- Separation of Employment/Transfer Clearance Form
We Are Here for You!

Job Postings / Hiring
Stephanie Felisme, HR Manager / sfelisme@fiu.edu / temps@fiu.edu
Camila Ozores, Volunteers/Interns / cozores@fiu.edu / volunteers@fiu.edu

Biscayne Bay HR
Chetiqua Matthews, HR Manager/ cematthe@fiu.edu
Kelsey Mencia, HR Representative/ kmencia@fiu.edu
BBC HR main line/ (305) 919-5545

Employee Labor & Relations
Dana Sacco / dsacco@fiu.edu (305) 348-6475
Shelly-Ann Davidson / sdavidso@fiu.edu (305) 348-4186
Marissa Guerrero / mguerrer@fiu.edu (305) 348-4992

Payroll /Timesheets / Paychecks
DHR Customer Service Center (305) 348-2181 (option 2)

PPACA Health Benefits eligibility
DHR Customer Service Center (305) 348-2181 (option 3)
THANK YOU!