



E-Clips

VOLUME 1, ISSUE 3

WINTER TERM, 2009

E-Clips, The email newsletter from the Student Employment Office

Special points of interest:

- *Starting Out Right*
- *Campus Jobfair: January 5, 2009; 3-5 pm in Collis Commonground*
- *Manager's Musings: Getting on the Same Page*
- *Did You Know?*
- *Mark Your Calendars!*



Starting Steps of the Successful Supervisor

If you are looking to hire students in your department, here are some handy tips to keep in mind.

1. USE JOBNET.

The Student Employment Office posts jobs on JOBNET, the campus database for students. We strongly advise supervisors to list positions here for a *minimum* of five days to allow every student to apply for any position. Please do not simply hire students without posting the position on JOBNET. Using JOBNET creates a broader and more diverse student applicant pool, and allows for all students to have equitable footing for applying for jobs. JOBNET is located on the SEO website.

2. STRATEGICALLY CREATE YOUR JOB DESCRIPTION.

When creating a job description, consider more than just duties. Each position requires certain knowledge, skills and abilities and you are more likely to find the right student if specific skills are required.

For example, if you are hiring a student to prepare correspondence, a mastery of your word processing programs is a skill that the student must have. Specifically stating, "Student must display mastery of Microsoft Word, type 45 words per minute, and demonstrate ability to prepare correspondence with grammatical accuracy" is far more specific than "must be able to type letters."

3. INTERVIEW THOUGHTFULLY.

When interviewing students, make sure every candidate is asked the same questions. Interviewing to the skills you have delineated in the job description will increase the likelihood of success in the workplace because you have focused on a specific set of skills by which you are measuring every applicant.

The result of interviewing to the skills is a more equitable and thoughtful selection process. Using behavioral interviewing techniques and rating candidates objectively will allow you to have a much greater probability of hiring the right student, which will result in higher employee retention overall.

Campus Jobfair—January 5, 2008

On Monday, January 5, the Student Employment Office will host a Campus Jobfair in Collis Commonground from 3:00-5:00 pm. Any department, group or other organization that would like to set up a table is welcomed.

We hope to have pizza for students, some entertainment

and a number of employers who will have applications ready. We want to give students and supervisors an opportunity to interact and discuss the employment needs of campus and community service employers.

Even if you are an individual department, you are welcome.

The more supervisors we have at the Jobfair, the more opportunities are available both for supervisors and for students!

There is still time to register. Call Samantha Potter at 646-6526 before December 23.

The Manager's Musings: Managing Conflict

"Be kind, for everyone you meet is fighting a hard battle." - Plato

Have you ever wondered why some situations with employees seem like battles? How do you deal with them?

I would suggest three strategies for managing conflict with your student employees:

1. Address all issues immediately, kindly and directly. Do not wait until a problem grows or expands. If you see something that seems wrong, have a conversation with the employee as soon as possible. Ask her/him if the words used were intended in the way they were received and allow

for dialogue.

2. Picture yourself on the same side of the table, not as an adversary.

While there is a place to retain your authority, showing concern for the employee and a desire to correct behaviors is important. An attitude of concern for the employee can often resolve conflicts before they begin.

3. Offer suggestions and allow opportunity for change. Too often we expect overnight change from others, but is that a reasonable expectation? Offer helpful ideas as to how to keep the situation from arising again, and encourage change you do see!



This issue's Productivity Tip: Want to organize your life? Try springpad at www.springpadit.com/

Did You Know That...



- ◆ *The minimum wage on campus for this fiscal year is \$7.75 per hour?*
- ◆ *The minimum wage in the State of Vermont will be \$8.06 as of January 1, 2009?*
- ◆ *The Student Employment Office will come to your department if you would like to have a supervisors' forum discussion on employment issues?*
- ◆ *As of November 1, 2008, Dartmouth College is now an E Verify employer?*
- ◆ *You can find out more about any of these topics by e mailing Todd.Kilburn@Dartmouth.edu*

MARK YOUR CALENDAR!



SUPERVISORS COFFEE HOUR

10-11 am—Collis 101

Wednesday, February 18, 2009

Wednesday, April 15, 2009

The Student Employment Office will host a session once per term where supervisors may have open discussion on issues relating to student employment. Coffee will be served.



CAMPUS JOBFAIR

3-5 pm, Collis Commonground

Monday, January 5, 2009

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To reserve a space or for more information, contact **Todd Kilburn**, Student Employment Office Manager by Blitz or call 603.646.3649

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Start working toward your future

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The Student Employment Office provides employment resources to all students who wish to work to meet educational expenses or to gain work experience as part of their education.

The objectives of the Student Employment Office are: to provide standardized practices and procedures for Student Employment; to provide a centralized information system for student employment opportunities; to enhance the awareness of student employment; to provide learning opportunities; and to increase the number, variety, and quality of on- and off-campus employment opportunities.

WE'RE ON THE WEB!

WWW.DARTMOUTH.EDU/~SEO

Your Student Employment Professionals

If you are new to connecting to the Student Employment Office, we would like you to know who we are and what services we provide to assist you in your own professional development as a supervisor of students.

We have two specific tools for assisting students to find employment. The first is JOBNET, our online job posting tool. Students looking for positions can find a listing on JOBNET. All positions must have a JOBNET number in order for payroll to process their timesheets. Employers may post open positions on JOBNET by completing the form available on our web-

site and submitting by email to "JOBNET."

The second tool is for temporary or off-campus positions, and is the Student Employment—Tempjob Blitz bulletin. Employers may post positions here if they are temporary or even if you are seeking personal childcare and would like to find someone to assist you for an evening. We can post the position, and it is a student's obligation to contact you and discuss the position.

There are also tools for supervisors on

our website to assist you with hiring and evaluating students. Just click on the "Supervisor Info" option on our home page.

We are here to assist all students with their employment and all supervisors who would like advice or assistance in making the workplace a positive and supportive environment for students.

If you have any questions, please contact Todd Kilburn or Samantha Potter in the Student Employment Office.