

DARTMOUTH

Student Employment Office

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Planning for Temporary Remote Student Employment during the Public Health Crisis

Preparing a Position

Employers should consider whether current Jobnet descriptions and responsibilities need to be adapted for a remote work environment.

Factors to consider:

- Does the position description accurately reflect the specific needs and responsibilities of the role in a remote setting? If not, you need to modify it.
- Will the employee have access to equipment needed to accomplish the required tasks?
 - Example: Does the employee have a computer that can manage and function with a specific software package or piece of equipment?

Remote Work Expectations:

- What are the expected hours of availability?
- Are there privacy or confidentiality concerns that should be explicitly reviewed prior to starting in a remote work environment (i.e. secure storage of information, shared workspaces/overheard conversations, etc.)?
- What forms of communication will be used by the department (i.e. emails, texts, phone calls, video calls)?

Interviewing Candidates

Prepare a list of pre-set questions to ask all candidates, ensuring that questions provide the applicant with the opportunity to demonstrate their skills and abilities to perform the work of the position. It may be helpful to review the following two handouts as you draft your interview questions: [Sample Questions](#) and [Interview Do's and Don'ts](#).

Interviews should have a maximum of three interviewers. Additional guidelines for interviewing candidates can be found at [Interview Planning Resources for Employers](#). Although we anticipate that most interviews will be conducted via Zoom, employers may also consider interviewing via a phone call or asking applicants to respond to interview questions in writing.

Onboarding

Instruct your student employee(s) to:

- If the employee does not already have a valid I-9 on file, they must [email Human Resources](#) within the first three days of work to **schedule a 20-minute video call to complete their I-9**.
- Sign** and complete a [temporary telecommunicating agreement](#) (pdf) and [email it to SEO](#).
- Record** worked hours in Kronos after every work shift.
- Watch** the [Kronos training video](#) as part of new employee orientation and training.
- Enroll** in direct deposit. (The instructions are [online](#).)

Employer action items:

- Hire** hourly-paid student employees using the hourly student hiring manager PA Smart Form. (For more information, see the "Hire Your Selected Student Employee(s)" section of the [Student Employee Handbook](#) or talk with your Finance Center.)
- Sign** student's completed [temporary telecommunicating agreement](#) (pdf) and [email it to SEO](#).
- Review** Kronos Time Detail reports (emailed from Kronos.Admin@dartmouth.edu) for accuracy at the end of each pay period.
- Introduce** student employees to other supervisors and key members of the team.

Training

Employers should review and modify their training approach to accommodate remote employment and define rules or expectations that student employees will be required to follow.

Methods to Consider:

- Shadow other employees via Zoom call or screen share
- Read the in-house student employee procedure manual
- Watch the in-house student employee training videos
- Roleplay
- Follow a checklist of tasks in which the new employee needs to be trained
- Require completion of an online training module
- Present case-studies to the employee and talking through supervisor expectations
- Prepare an FAQ for common questions that employees may have

Clarify your expectations regarding:

- What is the volume of work expected per week?
- How often should they communicate with you?
- What is the deadline for each task?
- How should work be provided for review?

Ongoing Supervision

Maintain close communication with your employees to facilitate the supervision process. Weekly chats and check-ins are encouraged to help you monitor the employee's progress and to present opportunities to address any confusion, questions, or issues. Consider scheduling a consistent but flexible meeting time by establishing a recurring meeting on a set day and time each week or bi-weekly.

Prepare an agenda or checklist of items to cover prior to each check-in to ensure that all items of importance are addressed with the student employee. Additionally, it may be beneficial to provide opportunities for casual interaction by leaving some time in your meeting for non-work conversation. Consider asking a question like, "How is this remote situation working out for you so far?"

Final Thoughts

Remote employment is new for many of us - your preparation will make a significant difference! We encourage you to approach this opportunity with a curious mind and a positive attitude. Let us know how we can help!