

Date: July 19, 2019
To: Campus Community
From: Delisa Falks, Assistant Vice President 
Scholarships & Financial Aid
RE: Enhancing On Campus Student Employment

On May 2, 2019 a memo was sent to the Campus Community outlining the enhancements to student employment that were approved by President Young and go in to effect August 1, 2019. This current memo serves as a reminder of the enhancements and an update on the implementation of those enhancements. Updated information has been added in bullets below the description of each enhancement.

The following will be launched in the 2019-2020 school year:

- 1) Require all TAMU undergraduate student position vacancies to be advertised via the Jobs for Aggies job database

Posting all part-time undergraduate positions in a central location benefits both students seeking employment and employers. A centralized location for part-time student positions supports equal access to employment opportunities and a diverse applicant pool. The Jobs for Aggies (JFA) job database has existed as a recruiting tool for on campus employers for over 15 years. On and off campus employers can post part-time student positions at no charge. JFA allows the employer to use their own application process or the built-in application. All currently enrolled students have access to search for jobs in the database. For more information on Jobs for Aggies, and resources to assist with creating a job posting, visit <http://jobsforaggies.tamu.edu>.

- **All postings must be active on the Job Board for a minimum of 5 calendar days.**
- **An interactive workshop titled The Smartest Way to Hire will be offered July 24th. Register at JobsforAggies.tamu.edu**

- 2) Require all student worker positions to have a written position description.

Per University SAP 33.99.08.M0.01 for Student Employment, hiring departments are expected to “create and maintain job descriptions for student employee positions”. This SAP will be revised to change “expected” to “required”. Providing a written position description to student employees is important for many reasons, including setting clear expectations of duties and assisting in performance management. In order to ensure position descriptions exist for all TAMU undergraduate student employee positions, position descriptions will be required to be maintained in Workday in one of two ways.

- **Option 1: Enter position description details in the Job Description Section on the Position Restrictions Tab for each student PIN.**
- **Option 2: Store collective position descriptions at a web link created by your office and paste the link under each PIN in Workday.**
- **Visit JobsforAggies.tamu.edu for a template to assist with entering a position description in Workday. Use of this template is optional, but it can assist with gathering the necessary information.**
- **A new workshop on Writing Effective Position Descriptions will be offered August 7th. Register at JobsforAggies.tamu.edu.**

- 3) Develop key competencies for learning outcomes and/or marketable skills to be included in the position description.

Student employment at Texas A&M University should be more than just a pay check for students. It should be an extension of a student's education and development and prepare students for the professional workforce. Every supervisor of student employees also serves as an educator with the opportunity to provide students the skills they will need to be successful in their future careers. Through student employment, students acquire skills that, no matter the type of position, can be used in their full time employment beyond graduation. Including specific learning outcomes and/or marketable skills in position descriptions, and incorporating them in to performance management, ensures students think critically about what they are learning.

- **Each position description should include, at minimum, three learning outcomes.**
- **A chart of example learning outcomes is provided on the Jobs for Aggies site.**
- **The Writing Effective Position Descriptions offered on August 7th will cover learning outcomes and student employee positions.**

- 4) Require supervisors of student workers to conduct performance evaluations at periodic intervals.

The performance feedback process is critical for employees and supervisors, and student employment should be no exception. Performance evaluations are an important part of the education students receive through student employment.

Receiving formal feedback on their performance prepares them for what to expect in future careers.

- **A performance evaluation will be required for each student employee once per year (365 days).**
- **If a student terminates employment before reaching one year, an evaluation is not required.**
- **An evaluation must be completed prior to requesting a pay increase for a student employee before one year of employment.**
- **Performance reviews must be documented in writing and discussed with the student. The student must acknowledge receipt of the evaluation in writing.**
- **Departments may use their own performance evaluation forms or use the Performance Review template available on JobsforAggies.tamu.edu.**
- **Departments are responsible for retaining all performance review documentation and provide them to the Student Employment Office when requested.**

Please consult with your department's HR Liaison for department specific procedures to comply with these changes. The Student Employment Office appreciates your support in ensuring on campus student employment supports the education and development of our undergraduate students and prepares them to successfully enter the workforce after graduation.