



PRAIRIE VIEW
A&M UNIVERSITY

Student Worker Success Guide

A guide to being a successful student Worker

TABLE OF CONTENTS

Welcome.....	3
1.0 Student Worker Classifications.....	4
2.0 Function/Purpose.....	6
3.0 FAQs - Frequently Asked Questions.....	7
4.0 Student Eligibility, Conditions, Rights & Responsibilities.....	9
4.1 Employment Eligibility & Conditions	
4.2 Dual Employment	
4.3 Student Worker Rights & Responsibilities	
4.4 Student Employee Dress Code	
5.0 Student Worker Conduct.....	13
5.1 Equal Employment Opportunity (EEO) Policy	
5.2 Sexual Harassment Policy	
5.3 Retaliation Policy	
5.4 Student Worker/Employee Fraud	
5.5 Confidentiality Policy	
5.6 Acceptance & Usage of Work Study Funds and Statement of Debt	
5.7 Employment Conditions for all Federal & Texas Work Study Students	
6.0 House Bill 2504.....	16
7.0 Job Search.....	16
8.0 Interviewing.....	27
8.1 – 8.4 Interview Questions about you	
8.5 Interview Tips	
9.0 Hire Process.....	19
9.1 Student New Hire Process	
9.2 Student Transfer Process	
9.3 State Mandated Trainings	
10.0 Student Disciplinary Action.....	20
11.0 Student Employment Termination.....	21
12.0 Student Employment Grievance Procedure.....	22
13.0 Student Appendices.....	23
13.1 Security	
13.2 Student Worker Resources	
13.3 Time Entry Notes	
13.4 Time Entry	



Student Employment Office
PO Box 519; MS 1337
Harrington Science 111
Prairie View, TX 77446

Welcome to Prairie View A&M University's Student Employment Office! We are pleased that you have made the decision to join our team.

The Student Employment Office is dedicated to assisting the University with enhancing our students' professional skills in an educational environment. Through the exploration of training opportunities and quality instruction for students, faculty and staff alike, we promote integrity, hard work and impeccable service.

The student worker Success Guide is a tool to help our students become successful, goal-oriented professionals to impact and lead an ever-changing world. Use this guide as a steering tool. It will help develop you as a leader and provide additional knowledge and understanding of the Three "Ps" in the work place – policies, procedures and processes.

A common goal is shared between the Student Employment Office and the University as a whole to prepare a diverse student population to become a force for positive change in a global society. You are now a valuable part of the University family, who values quality instruction and training of students in career preparation.

We believe the skills and training provided through student employment programs will create personal and business relationship experiences that will influence your career decisions.

On behalf of Business Affairs and the Office of Human Resources, we hope this will be the beginning of a major endeavor that yields successful leaders and professionals for the world.

1.0 STUDENT EMPLOYMENT CLASSIFICATION

1.1 What is a New Hire?

For student employment purposes, a New Hire is any student who is NOT currently employed at Prairie View A&M University. In accordance with System Policy 33.99.12, all New Hire student workers must complete certain documents as a condition of employment (please refer to the *Hire Process* section of this guide for more details).

1.2 What is a Graduate Student Employee?

The Student Employment Office will only publish job postings for departments to hire graduate work-study students through the Federal and Texas Work Study Programs. Graduate assistantships (Teaching, non-teaching, and research) will be processed by the Office of Human Resources.

The Student Employment Office will only process graduate work-study students who are in non-teaching positions. All other graduate positions, including Graduate Assistants, Non-Teaching, who are paid at an hourly rate, will be processed through the Office of Human Resources. Graduate Assistantships are offered at the discretion of the hiring department and will be processed through the Office of Human Resources.

1.3 What is an Intern?

An intern is a student worker who works as an apprentice or trainee in an occupation or profession to gain practical career experience.

1.4 International Students

International students must be advised by the Immigration Services Advisor. For additional information, please contact Immigration Services at immigrationteam@pvamu.edu or 936.261.1730.

1.5 What is Federal Work Study?

The Federal Work-Study (FWS) Program is a government subsidized student employment program designed to assist students in financing their post-secondary education. FWS was created under the Federal Economic Opportunity Act of 1964 to provide part-time employment for college students who qualify through the Federal Financial Aid process. Work-study provides employment positions for undergraduate and graduate students who demonstrate financial need. These earnings exist to assist students with educational expenses. The program encourages work related to their course of study. In order to be eligible for work-study, students must document financial need every year by completing the Free Application for Federal Student Aid (FAFSA). A student may then be awarded work-study based on need as defined by federal regulations. State Work-Study is awarded to the Office of Student Financial Aid. Students must maintain enrollment of at least six (6) semester credit hours.

1.6 What is State Work Study?

The Texas College Work-Study (SCWS) program's purpose is to provide part-time jobs to eligible students with financial need to enable them to attend college. Students must be Texas residents and maintain enrollment of at least six (6) semester credit hours.

State work-study is made available as part of the student's Financial Aid Package. Students must complete the Free Application for Federal Student Aid (FAFSA).

The student's Financial Aid Award Offer will indicate that he/she has been offered federal or state college work-study. Work-Study funds are awarded on a first come, first served basis. Students should complete the FAFSA by the priority date to receive consideration for a work-study award for the following Fall/Spring academic year.

Students may not earn funds in excess of their work-study offer letter. Students who earn their work-study award and want to continue working may do so if they have the employer's consent and are paid with non- work-study funds. The awarded student has the responsibility of finding and securing campus employment. Various offices and departments around campus will post their available openings to the Student Employment career site.

1.7 What is Student Hourly?

Student Hourly is an alternative method to provide students with a means of meeting their financial needs. Student Hourly is available to students who are not awarded work-study funds, or have officially declined a work-study award. Student Hourly enables the student to acquire valuable work experience and like work-study, Student Hourly reduces the need for student loans. The program is not federally funded or based on financial need. It is funded by the individual hiring departments.

Unlike work-study, Student Hourly does not have a set limit to how much a student can earn; the hiring department will decide this based on their budget. Various offices and departments will post available employment positions on the Student Employment Job Board.

Helpful Links

- SEO Home Page: <https://www.pvamu.edu/hr/student-employment/>
- Student Resources: <https://www.pvamu.edu/hr/student-employment/student-worker-resources/>
- Financial Aid (
- ork-Study): <https://www.pvamu.edu/faid/types-of-aid/work-study-at-pvamu/>

2.0 FUNCTION/PURPOSE

The Student Employment Office facilitates the following programs:

- Federal Work-Study Program
- Texas Work-Study Program
- Student Hourly Program
- Summer Internship Program

The Student Employment Office is designed to help students pursue their educational goals by providing employment resources and professional development opportunities through various employment programs. It is committed to assisting students to develop as professionals. In doing so, students reap the benefits of professionalism and marketability as they prepare for their careers upon graduation. The Student Employment Office is located in Room 111 of the Harrington Science Building and serves as the personnel office for student workers.

The office provides job placement assistance, employment verification, and policy interpretation for eligible recipients of Federal and State work-study awards, Student Hourly, Interns, on-campus and off-campus employers, and designated federal and state agencies governing the programs.

Prairie View A&M University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Ms. Alexia Taylor, Title IX Coordinator, has been designated to handle inquiries regarding the non-discrimination policies. Ms. Taylor can be reached at P.O. Box 519; MS 1100 A.I Thomas Bldg. Suite 102 Prairie View, Texas 77446 or by calling 936.261.2123. For further information on notice of non-discrimination, visit <https://wdcrobcopol01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1.800.421.3481.

3.0 FAQs- FREQUENTLY ASKED QUESTIONS

1. Why is my work-study not counted toward my tuition balance?

Work-Study funds are paid out when the student works their scheduled hours. Since situations may arise which prevent you from working the scheduled hours, we cannot rely on those funds as accounts receivables. However, since the checks will be payable to you, you have the option to use those funds to pay on your account.

2. Now that I know I have been offered work-study, what should I do next?

Once you have received notification of your work-study award, you must apply for a vacant work-study position on campus, and interview for the position.

3. When do I start working if I choose to work under Student Hourly?

In the case of Student Hourly you do not have to wait for an award notification, you can apply for vacant positions as soon as they are posted.

4. Will I receive benefits?

No. Student workers are not eligible for paid vacation, sick leave, paid holidays, or medical and dental insurance through their on campus job.

5. Does work-study guarantee that I will get a job?

No, it does not guarantee that you will be offered a job on campus. You must apply for a vacant work-study position on campus, and interview for the position.

6. Where can I work on campus?

You may work in any participating university department on-campus, if a student worker position is available and if you are hired.

7. Can an International student or non- citizen apply for jobs?

Yes, but only to student hourly positions. You must be one of the following to receive federal student aid:

- US Citizen
- US National
- US Permanent Resident who has a Permanent Resident's card.

8. How much can I earn?

Work-study student workers may earn up to the amount listed on their financial aid offer. Students may not earn more than the amount of the work-study offer. Student Hourly maximum earnings are determined by the hiring department. Students are paid bi-weekly (please refer to Biweekly Pay Schedule for exact dates) at hourly rates.

- It is the student's responsibility to monitor their work-study balance to ensure they do not exceed their awarded amount.

9. What will my schedule be?

The work schedule will be determined by the student and employer, using the following guidelines:

- a. Students cannot work during class time.
- b. Students cannot work more than eight (8) hours per day.
- c. Students cannot work more than twenty (20) hours per week.

10. When can I begin working in my work-study position?

You can begin working after you have applied for a position, offered the job, and submitted the necessary documents to the Student Employment Office as outlined in the student hiring process.

11. What do I need to bring to SEO if I have been hired for a position?

You will need to bring your original forms of identification based on the USCIS List of Acceptable Documentation for employment verification, direct deposit information, and a photo copy of your social security card for payroll purposes.

12. Are taxes taken out of my earning?

No, students enrolled in at least half time during a regular academic term (when class is in session) receive a FICA exemption. *However, if the academic break is longer than five weeks or the student is not enrolled or eligible to enroll in the next academic period, the student will not be eligible for the FICA exemption.* Therefore, it is possible that a student employee will have some wages subject to Federal Insurance Contributions Act (FICA) taxes and some wages that are exempt from FICA taxes during the same year.

13. What will I do on my first day of work?

During your first day of work, you will present your identification documents to as required for your I-9 (Employment Eligibility Verification), you will complete onboarding tasks through the universities Human Resources Management system (Workday), receive information on how to complete your state mandated training, and be given a date to attend new student worker orientation.

4.0 STUDENT ELIGIBILITY, CONDITIONS, RIGHTS & RESPONSIBILITIES

4.1 Employment Eligibility & Conditions

Student workers must meet the minimum employment eligibility requirements established by the Texas A&M University System policy governing student employment. To receive consideration for the student worker program, students must:

- File a FAFSA (Free Application for Federal student Aid)*
- Have been admitted into an eligible undergraduate or graduate program
- Be enrolled at least half-time (6 semester credit hours) during Fall and/or Spring Semester
- Receive a work-study offer as part of the award package for the applicable year**
- Be making measurable progress toward degree completion and Satisfactory Academic Progress (SAP) as determined by the Office of Student Financial Aid & Scholarships
- Successfully clear of a criminal background check, which are conducted on prospective student employees and when a break in employment occurs (see System Policy 33.99.14).
- Submit documents establishing identity and employment authorization in the United States Under the *Immigration & Reform Act of 1986*
- Have completed all onboarding requirements as determined by the Student Employment Office

*Completing a FAFSA is not a student hourly requirement.

**Work-Study offer is only applicable for work-study positions.

4.2 Dual Employment

Student employees are **prohibited** from holding more than one student position and simultaneous employment in faculty or staff payroll positions (non-student positions).

4.3 Student Worker Rights & Responsibilities

All student workers have the right to:

1. Be treated fairly and equitably by the University
2. Know what is expected of him/her concerning their work schedule, actual duties, and any other requirements made by the supervisor
3. Be informed about his or her work performance through verbal communication and performance evaluation
4. Review his/her employment file including department evaluations
5. Reference their campus jobs for future employment opportunities on- or –off campus

Student workers are required to comply with the work performance standards established by the department for which they are employed. Students who fail to perform in an acceptable manner

may be removed from their work assignment and from the student employment Work-Study and Student Hourly program at any time.

Student workers must read, understand, and adhere to the list of student responsibilities. Violation of the student responsibilities may subject a student worker to immediate termination of on-campus employment.

Any student who accepts a student worker position also accepts the responsibility of maintaining professional work standards and agrees to:

1. Not work in any assigned position until the employment has been approved by the Student Employment Office.
2. Perform his or her work assignment in a serious and responsible manner. Student workers are required to adhere to the following rules and policies regarding the privacy and confidentiality of student and staff records and/or information:
 - a. Any student worker involved in handling student and/or staff records or confidential information must register for the online **FERPA** and **HIPAA** training in TrainTraq, in addition to the (5) five state mandated trainings required by the university.
 - b. Student and/or staff records, in whole or in part, are not to be removed from any university office by student workers unless they are requested to do so by their supervisor in transporting documents from one office to another in a sealed envelope.
 - c. Student workers granted access to student or staff record information are accountable for the protection of the information and its contents while in their possession. The student and/or staff record information shall not reveal any personal sensitive information, such as, name and social security numbers, UINs, student ID and/or, date of birth.
 - d. Student employees shall not discuss personal record information of relatives, friends, or peers.
 - e. Student workers shall not access personal record information of relatives, friends, or peers.
3. Respect the privacy of all students, staff, and faculty and maintain confidentiality of all university records and documents.
4. Shall not make personal use of university equipment or office supplies except as designated by a supervisor.
5. Follow a predetermined work schedule that is acceptable to both the student worker and the supervisor and document the work hours on the Student Work Schedule. Students should not have any work/class schedule conflicts.
6. Notify the supervisor via phone and/or email, at least thirty (30) minutes in advance or as soon as possible, when illness or other circumstances prevent the student worker from reporting to work.
7. Request time off at least two (2) business days in advance, except in the case of an emergency.
8. Be punctual for every work shift. If running late, notify the supervisor immediately.
9. Dress appropriately according to the "Dress Code Policy;" be dependable and prompt, and conduct him/herself in a businesslike manner.
10. Practice good personal hygiene.

11. Not study or do homework assignments during working hours.
12. Refrain from using cell phones and personal laptops or tablets while on the job.
13. Discuss any work-related problems with the supervisor. If the problem cannot be resolved, the student should contact Human Resources for assistance.
14. Provide the supervisor at least two (2) weeks notice before resigning a job in the middle of a semester.
15. Stop working immediately upon reaching the maximum earnings awarded by the Office of Financial Aid on their Federal or Texas Work-Study offer (unless otherwise approved by the hiring department to be switched to a student hourly position). Weekly monitoring of the student's award is the responsibility of the student. To assist the student in monitoring work study awards, students must log in to the PV place and review their award to keep track of the remaining unearned award for the semester. A Work-Study Balance Sheet is available on the Student Employment website.
16. Not accept any access codes from supervisors to complete or access any university systems, to include access codes to unlock offices, and access supervisor's email. Student workers are prohibited from unauthorized access, entry, alteration, falsification, or distribution of any academic, personal, or payroll records. Student workers in violation of this policy will be dismissed immediately for cause, as well as subjected to a judicial review process, which includes the possibility of expulsion from their academic program and the university.
17. Enter worked time into the Workday System accurately and on time every payroll period. A schedule of pay periods identifying due dates is available on the student employment website.
18. Maintain eligibility requirements for working on-campus as demonstrated on the student employment website (Student Resources).

4.4 Student Worker Dress Code

The dress and appearance principles of this policy are intended to establish minimum standards for the student workers employed at Prairie View A&M University. In addition to these minimum standards, supervisors may authorize more restrictive standards, as deemed appropriate for their office or department.

Student workers are required to wear appropriate clothing as set forth in this policy. Inappropriate clothing and appearance in the workplace are disruptive to the work environment and supervisors shall enforce compliance with this policy by those students within their offices or departments.

Standards of appearance require careful implementation. In all cases, neatness, health and safety, appropriateness, and good taste shall be observed. Student employees who do not follow the standards are subject disciplinary action up to and including termination.

1. The following minimum standards shall be enforced at Prairie View A&M University for student employees:
 - a. Any clothing, makeup, hairstyle or wig which has been demonstrated to contribute to the substantial disruption of the orderly operation of the office or department will be considered inappropriate and unacceptable. Dress should be suitable for the work

environment, present a professional appearance, should be clean, neat and free of patches and tears.

- b. Skirts and shorts shall be worn at an appropriate and acceptable length for sitting, standing and bending so that undergarments shall not show. No undergarments of any kind should be visible.
 - c. The size of the pants shall be appropriate to the student's body size. Pants should not be sagging below the waist at any time while working in an office or department.
 - d. Students shall remove their hats when entering the building of the work office or department. No do-rag, scarf, headgear, head covering or bandanas shall be worn at any time during work; with the exception of religious garb.
2. The following items of clothing are considered inappropriate or unacceptable for all student workers:
- a. Strapless, halter tops, tube tops, tank tops, see-through garments, or spaghetti straps (Tank tops may be acceptable in athletic department or a department using student employees to do outside work during the summer months.)
 - b. Bare midriffs
 - c. Short-shorts (no exposing of any portion of the torso)
 - d. Spandex pants or other tight fitting clothing
 - e. Unsafe jewelry or unsafe clothing
 - f. Bathing suits (unless in a swimming related work position)
 - g. Shirts, tops or sweaters unbuttoned below the sternum
 - h. Emblems, lettering or pictures that depict drugs, alcohol, sex, profanity, gangs, or discrimination towards any individuals or groups
 - i. Flip-flops, slippers or shower shoes

As representatives of the university, appearance should be business orientated. Exceptions to dress code may be discussed with your supervisor.

5.0 STUDENT WORKER CONDUCT

5.1 Equal Employment Opportunity (EEO) Policy

Prairie View A&M University provides equal opportunity to all employees, students, applicants for employment, and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Prairie View A&M University will promptly and thoroughly investigate all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws, A&M System Policy 08.01 and Regulation 08.01.01, and university rules and/or procedures.

This statement describes the operating policy of the Student Employment Program. The Student Employment Program procedures uphold the principle of equal treatment and opportunity for all persons. It also requires all departments to do the same. All jobs available on campus should be listed with the Student Employment Office and may not contain any discriminatory requirements.

This policy shall be adhered to in accordance with the provisions of all applicable federal, state, and local laws, including, but not limited to Title VII of the Civil Rights Act.

For more information contact Office of Equal Opportunity at (936) 261.1744.

5.2 Sexual Harassment Policy

Prairie View A & M University will absolutely not tolerate sexual harassment of any student, faculty, staff or visitor. Our community must address allegations as they occur without delay. The responsibility for eliminating sexual harassment rests on the shoulders of the entire University community. Faculty, staff and students should be aware that violation of this policy will lead to serious disciplinary action up to and including termination.

5.3 Retaliation Policy

A student, faculty or staff member who retaliates in any way against the individual (s) who initiated a sexual harassment complaint or who participated in a sexual harassment investigation is subject to disciplinary action up to and including dismissal.

5.4 Student Worker/Employee Fraud

Prairie View A&M University (PVAMU) recognizes the responsibility to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the University by University employees and student workers and when appropriate, to pursue legal remedies available under the law. PVAMU will take appropriate disciplinary and legal action against employees who commit fraud. Appropriate action includes terminating employment, pursuing restitution, and forwarding information to appropriate authorities for criminal prosecution. This policy is designed to inform Prairie View A&M University employees of their responsibilities for detecting and reporting suspected fraud.

5.5 Confidentiality

Student workers employed at Prairie View A&M University play an important role in assisting with the operation of the institution and contributing to the success of students, faculty, and staff. All student workers are required to adhere to the confidentiality procedures which govern information acquired through their employment. This information may include, but is not limited to, student, faculty, and staff personnel, financial or academic records; faculty teaching and research; and, University business information and internal communications, which includes conversations related to office and University operations. In addition, student employees may not reproduce, disseminate, or disclose contents of information in any way.

All student workers are required to maintain the confidentiality of all information acquired through employment. In addition, some areas of employment may expose student workers to student records or confidential information and as a result the hiring department or office will require the student worker to complete Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Agreement or the Health Insurance Portability and Accountability Act Non-Disclosure Agreement training(s) in Single Sign-On (SSO). The records or confidential information must also be encrypted prior to any handling of a student worker. There should be no identification of full social security numbers, UINs, or any other identifiable information that can cause harm to another individual, if release unauthorized.

The Student Employment Office expects all student employees to respect the confidentiality of work-related and student record information and adhere to this procedure in protecting the information of others. Any failure to do so may result in penalties up to and including the loss of employment.

Positions designated as security sensitive by the University include:

- Positions which handle currency
- Positions which have access to sensitive computerized databases
- Positions employed in one of the following departments:
 - Office of Human Resources & Student Employment Office
 - Fiscal Affairs Department
 - Information Technology Services Department
 - Office of the President
 - Office of the Provost and Vice President for Academic Affairs
 - Office of the Vice President for Student Affairs
 - Office of the Vice President for Finance and Administration
 - Office of the Vice President for University Operations
 - Office of the Vice President for Research and Development
 - University Police Department

5.6 Acceptance & Usage of Work Study Funds and Statement of Debt

The work-study offer is an estimate of the funds you are eligible to receive. The amount of funds you actually earn will be based upon the rate of pay and the number of hours worked. The Work-Study check should be used to pay fee installments on or before the deadlines set by the Fiscal Affairs Office. If the entire installment is not paid, the Fiscal Affairs Office may assess a late fee. No pending Work-Study funds shall be used toward future earnings to pay the balance of any installments.

At the time of hire, all students must provide their supervisor and the SEO with a copy of their work-study award offer, which must be accessed through the Panther Tracks system. All work study offers are granted through the Office of Student Financial Aid and are subject to be cancelled, reduced, or increased at the discretion of the Office of Student Financial Aid per the work study regulations mandated by the Department of Education and the Texas Higher Education Coordinating Board. To avoid any departmental chargebacks that may result due to a change in offer amount made by the Office of Student Financial Aid, all students must re-print out a copy of their award offer at the beginning of each bi-weekly pay period. The student's hiring supervisor must receive an updated offer letter each pay period to ensure that work-study funds are available to cover all prospective earnings within that pay period. All bi-weekly award letter printouts must be retained in the student's internal employment file. If a student has found that a change has been made to his/her original award amount, the student must notify their hiring supervisor and the SEO immediately.

5.7 Employment Conditions for all Federal & Texas Work Study Students

All students receiving Work-Study awards from the Office of Student Financial Aid may work no more than twenty (20) hours in one week and may continue their employment under a work-study title code until the student's total work-study award has been exhausted. Once the student has earned his/her total work-study award, **the student must immediately stop working** and is no longer eligible for employment through the Work-Study program until the next semester.

It is the responsibility of both the student and employer to monitor all earnings made through the work-study program in order to prevent the student from exceeding his/her award allocation. The Workday system does not prevent students from entering time once the students' entire award amount has been earned; therefore it is imperative that all work study students and their supervisors use the **Work-Study Balance Sheet**, provided on the SEO website, each pay period to monitor the student's award allocation. Failure to monitor the student's work-study award amount, may lead to costly chargeback's made directly to the hiring department.

6.0 HOUSE BILL 2504 (HB-2504)

On October 29, 2009, the 81st Texas Legislature passed House Bill 2504 that mandates that all public institutions of higher learning in the State of Texas make available certain information on the internet (Texas Education Code 51.9740).

Each institution of higher education shall establish and maintain an online list of work-study employment opportunities, sorted by department as appropriate, available to students on the institution's campus; and ensure that the list is easily accessible to the public through a clearly identifiable link that appears in a prominent place on the financial aid page of the institution's internet website.

The website provides information and demonstrates the university's commitment to the accountability, transparency and open communication with students, parents, legislators, the public and all stakeholders.

The University's website is www.pvamu.edu

Student Employment Website www.pvamu.edu/hr/student-employment

7.0 JOB SEARCH

1. All students are responsible for securing their own employment.
2. Student employment positions are advertised on the External Career Website (Panther Jobs) via the university's main web page. Job listings will be posted throughout the semester. The link is: https://tamus.wd1.myworkdayjobs.com/PVAMU_External.
3. Each job listing will contain a detailed job description, job responsibilities, and other information regarding the job posting.
4. It is up to the students' discretion to contact the hiring department to ask questions and secure employment.

8.0 INTERVIEWING

It is important to arrive at an interview as prepared as possible, and to be able to answer questions regarding your work experience, education, career goals and skills. The following questions are provided as a resource list to assist you in preparing for an upcoming interview.

8.1 Interview Questions: Questions About You

1. What is your greatest weakness?
2. What is your greatest strength?
3. How would you describe yourself?
4. Describe a typical work week.
5. Describe your work style.
6. How would you describe the pace at which you work?
7. How do you handle stress and pressure?
8. What motivates you?
9. Are you a self-motivator?

10. What do you find are the most difficult decisions to make?
11. Tell me about yourself.
12. What has been the greatest disappointment in your life?
13. What are you passionate about?
14. What are your pet peeves?
15. What do people most often criticize about you?
16. When was the last time you were angry? What happened?
17. If you could relive the last ten (10) years of your life, what would you do differently?
18. If the people who know you were asked why you should be hired, what would they say?
19. Do you prefer to work independently or on a team?
20. Give some examples of teamwork.
21. What type of work environment do you prefer?
22. How do you evaluate your success?
23. If you know your boss is 100% wrong about something, how would you handle it?
24. Describe a difficult work situation/ project and how you overcame it.
25. Describe a time when your workload was heavy and how you handled it.

8.2 Interview Questions: Questions About the Job

1. What interest you about this job?
2. Why do you want this job?
3. What applicable attributes/experience do you have?
4. Are you overqualified for this job?
5. What can you do for this department/company?
6. Why do you want to work here?
7. What challenges are you looking for in a position?
8. What can you contribute to this department/company?
9. Are you willing to travel?
10. What is good customer service?
11. How long do you expect to remain employed with this department/company?
12. Is there anything I have not told you about the job or company that you like to know?

8.3 Interview Questions: The Future

1. What are you looking for in your next job? What is important to you?
2. What are your goals for the next five years/ ten years?
3. How do you plan to achieve those goals?
4. Questions about your career goals.
5. What will you do if you don't get this position?

8.4 Questions Most Often Asked in Interviews

1. Tell me about yourself.
2. What did you like/dislike about your previous job?
3. What would former employees or employers say you need to work on?
4. What are your goals in life? (Keep it relevant to the job).
5. Why are you leaving or why did you leave your last job?

6. Why should I consider you a strong applicant for this job? (This is your chance to sell yourself. You may not have all the skills they are looking for, but you will make up for it with your hard work and dedication. Skills can be taught. Work ethic can't!)

8.5 Interview Tips

1. **DRESS APPROPRIATELY...** Remember **First Impressions!**
 - ✓ Most positions are business casual (no jeans, tights, etc.)
 - ✓ No flashy jewelry, makeup, or heavy perfume/cologne
 - ✓ Cover or remove any all body art
2. **BE ON TIME...** Arrive 10-15 minutes early. Remember to adjust for traffic, etc.
3. **BE PREPARED...** Have questions ready, conference room/office is available.
4. **WATCH YOUR BODY LANGUAGE...** Employers watch for non-verbal cues during the interview. Be sure to give a firm handshake, sit straight and provide eye contact. Remember to **SMILE**.
5. **END THE INTERVIEW –** Ask each interviewer for his or her business card. This will aid in completing a thank you note, if you choose. Ask for the job: *From what I have learned here today, I feel like this would be a good fit for the both of us.*

9.0 HIRING PROCESSES

9.1 Student New Hiring Process

1. Visit the Careers @ PVAMU website (Panther Jobs) at:
<https://www.pvamu.edu/hr/prospective-employees/careers-at-pvamu/>.
2. Click on External Candidate Applicants link. In the top, right-hand corner, you will see a yellow sign in button. Under the sign in box, click the option to create an account. Once you have created and verified your Workday Portal Account, you will sign in and begin your job search.
3. Make sure to follow all of the instructions listed on each individual job posting. This includes attaching all required documents under the "Resume/Cover Letter" section.
4. You will receive an email correspondence or communication regarding any updates on your application. The hiring department will contact you, if you are selected for an interview. The supervisor will contact you, if they are interested in making an offer of employment.
5. After the interview process and initial job offer, you will receive and Background Check request from Sterling Services via the email provided on your application.
6. At the same time, you will be contacted regarding an offer letter. The offer letter will be sent to your inbox located in your Workday portal.
7. Once the Student Employment Office has reviewed your accepted offer letter, you will receive an email correspondence regarding the remaining tasks for your hiring process. Which includes the following:
 - a. Completion of I-9 form, via email link from Guardian
 - b. Contacted to report to the Student Employment Office for onboarding
 - c. Submission of forms of identification for USCIS Form I-9, via the Student Employment Office
8. After you have completed the onboarding process, you can begin working at your respective department.
9. New Student Orientation is required to be completed within **seven (7) business days** after your hire date. Registered via TrainTraq (sso.tamus.edu).
10. The State Mandated Trainings are required to be completed within **14 business days** after your hire date via TrainTraq (sso.tamus.edu)
11. **Note: You are not allowed to begin working, until the Student Employment has received your I-9 form, documentation, and provided your UIN Information Sheet.**
12. Once all the above hiring requirements have been met by the student Employment Office, you will report to your respective department.

9.2 Student Transfer Hire Process

A student is considered an "Internal" if they are currently employed by Prairie View A&M University. A transfer follows similarly to the new hire process, with a few key differences.

1. Visit the Careers @ PVAMU website at <https://www.pvamu.edu/hr/prospective-employees/careers-at-pvamu/>.

2. Click on INTERNAL Candidate Applicants link. You will be directed to sign into Single Sign on (SSO). Once on SSO, navigate to Workday and select careers applet from the main Workday page.
3. Make sure to follow all of the instructions listed on each individual job posting. This includes attaching required documents under the "Resume/Cover Letter" section.
4. You will receive an email correspondence or communication regarding any updates on your application. The hiring department will contact you, if you are selected for an interview. The supervisor will contact you, if they are interested in making an offer of employment.
5. After the interview process and initial job offer, you will receive and Background Check from Sterling Services via the email provided on your application.
6. At the same time, you will be contacted regarding an offer letter. The offer letter will be sent to your inbox located in your workday portal.
7. Once your transfer action has completed, you will receive an email correspondence confirming your transfer date and you may begin working in your new department.

9.2 State Mandated Trainings

The State of Texas and the Texas A&M University system mandates that all new employees (student, faculty, and staff) complete six (6) specific online training modules.

Student employees will be paid for completing their required assigned State Mandated Trainings. In order for the student employee to be paid for training time, they must complete the state mandated trainings at their assigned work location **during** their scheduled work hours. This should be the **first** task completed during your first scheduled shift.

Every two years following, our employees are prompted to retake the required online training modules.

- Ethics – Course Number
- Creating a Discrimination-Free Work
- Reporting Fraud, Waste, and Abuse
- Orientation to A&M System
- Hazard Communication
- Information Security Awareness

The deadline to finish all of your state mandated training is **30 days following your hire date.**

10.0 DISCIPLINARY ACTION

10.1 Disciplinary Action

The Student Employment Office expects student workers to support the standards of conduct which are essential to the values of the university and to work according to the highest ethical standards. University student employees have a responsibility to respect and support the university and co-workers. Student employees are expected to interact with faculty, staff, students, residents of the community and potential PVAMU students in a manner which reflects the university's endeavor to create an environment of respect and service.

Prairie View A&M University is an 'at will' employer, and at any time can chose to discontinue a student's employment with or without cause, except . In most cases, the formal disciplinary procedures will be followed when disciplining a student employee; however, depending on the nature of the offense, a department may choose to terminate the student immediately before a student has received any form of discipline.

10.2 Offenses That May Require Disciplinary Action Up to and Including Termination

- Excessive tardiness
- Excessive absences
- Absent without a legitimate excuse
- Dress code non-compliance
- Negligence or lack of attention that results in injury to property, self, or others
- Inappropriate behavior or misconduct
- Discourtesy or disrespect to fellow employees
- Failure to serve the public with courtesy
- Sleeping on duty
- Gross misconduct or negligence
- Theft
- Falsifying time cards or other university documents or records
- Violation of drug and alcohol policy
- Insubordination
- Engaging in acts of dishonesty, fraud, or sabotage
- Unauthorized disclosure or access of confidential information or records
- Violations of FERPA or HIPPA
- Accepting and using access codes not assigned to student worker
- Inaccurately entering work hours into Workday

11.0 STUDENT EMPLOYMENT TERMINATION

A student worker's manager may terminate employment if the student has failed to fulfill the responsibilities communicated between the hiring supervisor and the student. All student worker positions at Prairie View A&M University are 'at will,' meaning any student worker may be dismissed from employment with or without cause. Nothing in this section shall be interpreted as modifying any student employee's 'at will' status.

Student workers may be terminated if their performance is deficient or if their behavior does not merit continued employment. Supervisors are encouraged to give the student opportunity to correct his or her deficiencies prior to termination. There are two types of terminations: (1) the student may voluntarily terminate (resign) their employment and (2) the hiring department may initiate involuntarily termination.

1. Voluntary Termination (resignation) is when a student worker decides to leave employment for any reason based on their own decision. Students are required to provide their hiring supervisors with appropriate written notification whenever they find it necessary to terminate their current employment. It is preferred that all student employees provide their supervisor with at least two (2) week notice prior to resigning from their position. Voluntary termination may include any of the items listed below:
 - a. Student worker changing job locations
 - b. Student worker job dissatisfaction
 - c. Student worker transferring schools or graduating (end of term)
 - d. Other situations which prevents the student worker from meeting either employment responsibilities

2. Involuntary Termination is a severance from employment due to the independent exercise of the hiring department (supervisor) to terminate employment due to poor work performance or any of the items listed below:
 - a. Does not perform his/her job duties in a satisfactory manner
 - b. Is excessively tardy or absent
 - c. Demonstrates a poor work ethic or attitude
 - d. Has committed a major offense such as theft, insubordination, gross misconduct, etc.
 - e. Other situation requiring or meeting grounds for dismissal

12.0 STUDENT EMPLOYMENT GRIEVANCE PROCEDURE

The Student Employment Grievance Procedure statement establishes the process for any complaint by a student worker employed by Prairie View A&M University. However, this procedure does not modify the 'at will' status of the Prairie View A&M University policy for the student employee.

Many problems can be resolved through informal discussions between the student worker and the immediate supervisor, department head or the student employment manager. Although a student employee is encouraged to resolve a complaint informally first, he or she may file a complaint without first seeking informal resolution.

12.1 Filing a Grievance

An employee may file an informal complaint by discussing it with the immediate supervisor or the appropriate department administrator. You may also contact the Office of Human Resources to discuss an informal complaint or complete the online [Complaint/Appeal Intake Form](#) located on the Human Resources website under Employee Relations.

Note: Complaints alleging illegal discrimination, sexual harassment, and/or related retaliation will be routed to the Office of Equal Employment Opportunity and Title IX Compliance and reviewed in accordance with [System Regulation 08.01.01](#).

An employee who has been unable to obtain satisfactory resolution through the informal complaint resolution procedures may submit a formal complaint to the Office of Human Resources.

For more information please contact the Employee Relations department within the Office of Human Resources.

13.0 STUDENT APPENDICES

13.1 Security: Security is Everyone's Business

- Do not share your password or security question with anyone.
- Do not leave your computer unattended if you are still logged into the system.
- Lock your computer when leaving the workstation.

13.2 Student Worker Resources

- All resources are located at www.pvamu.edu/Student-Employment
- Student Worker Wage table
- Work-Study balance worksheet
- Class schedule agreement
- List of acceptable documents for USCIS Form I-9

13.3 Time Entry Notes

- Students should not enter any time that was not physically worked by the employee.
- Students must submit their time by the established deadlines or they risk not receiving a paycheck until the next biweekly pay cycle.

13.4 Student Time Entry

1. Enter in the URL, sso.tamus.edu



2. Enter the UIN provided to you by the Student Employment Office and the password you created.

TEXAS A&M UNIVERSITY SYSTEM
SINGLE SIGN ON HELP

Logon
Sign in to your account

Don't be a victim! Employees of The Texas A&M University System continue to be targeted in "phishing" schemes by parties wishing to gain access to the A&M System's secure applications and your personal information.

Therefore, verify the address and the certificate of the site before entering your userid and password. [Sites authorized to collect your SSO userid/password.](#)

Visit the [SSO news page](#) for updates, to [protect yourself from phishing](#), or to [view a phishing email](#) and [another](#).

UIN Logon

UIN:

Password:

Submit

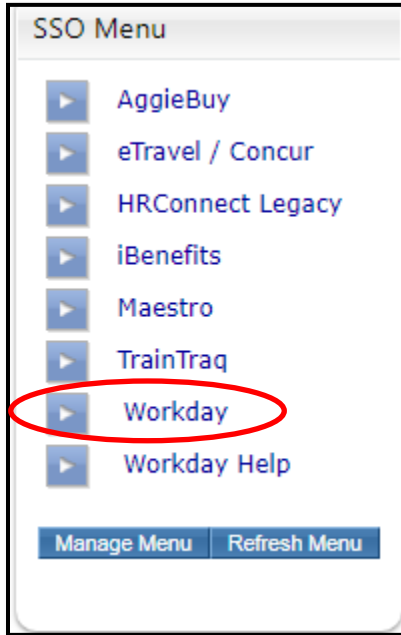
Trouble Logging In? HELP

[New Employees – Set up your password](#)

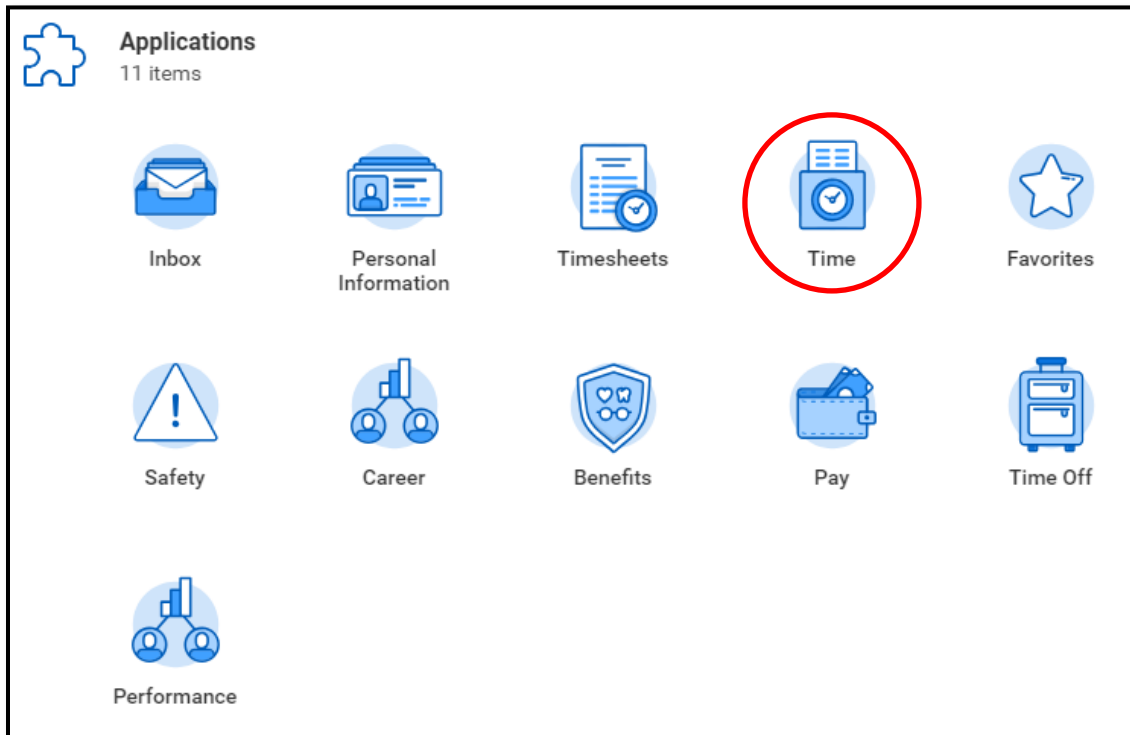
[I forgot my password](#)

[Use your one-time \(temporary\) password](#)

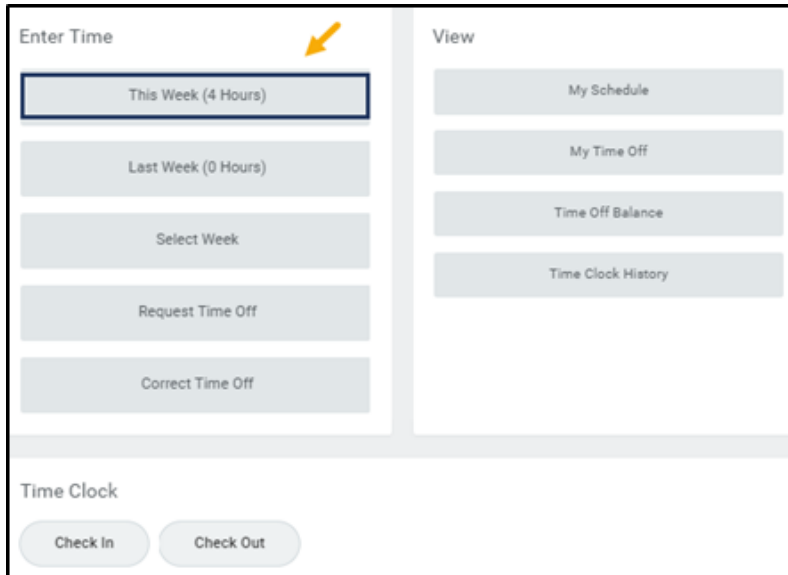
3. Once you log in, you will be brought to the SSO main menu shown below. Select the **Workday** link.



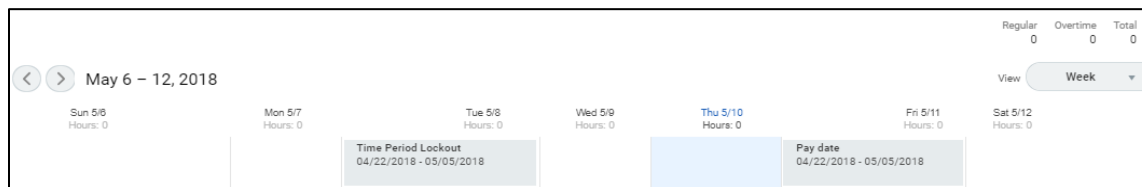
4. Select the **Time** worklet on your Workday Home page.



5. Under Time, click **"This Week"**.



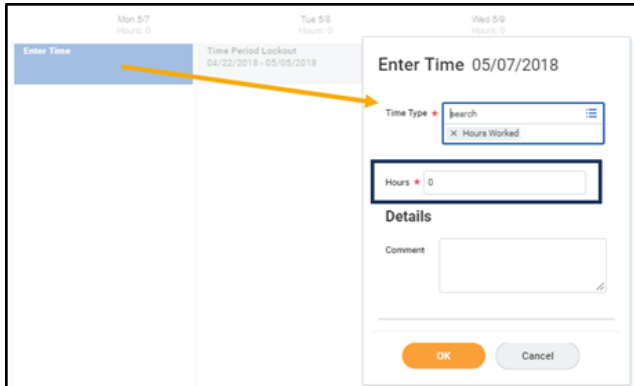
The **Time Calendar** will display



Notes:

- The number of hours already entered for the week will also display
- You may see previous time periods locked for payroll
- Any pay dates for the week will also display within the week
- Alternatively, you can click **Last Week** or **Select Week** to navigate to a time frame other than the current week

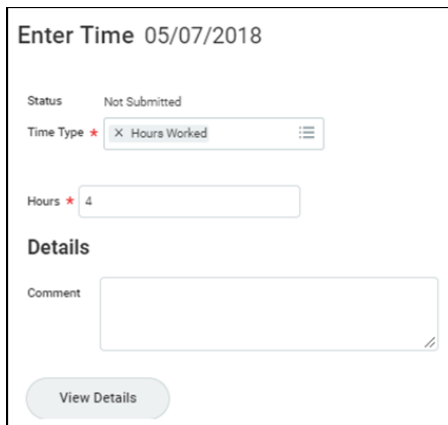
6. Select the date on the calendar for which you need to enter time worked. A blue Enter Time box should appear, and then a pop-up will display.



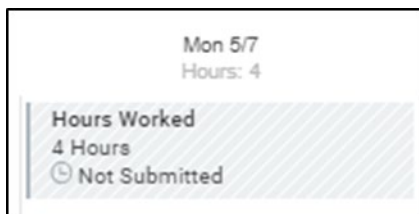
7. Click **Time Type**

8. Select **Time Entry Codes** and select the appropriate code

9. Enter the number of **Hours** worked for that date

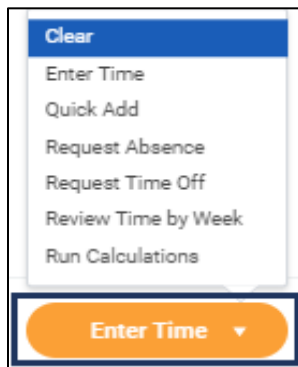


10. Click OK. You will see that the time has been added to the calendar



Note: Alternatively, click **Enter Time** at the bottom of the page to view a drop-down list of other options. From here, you can select from the following options pertaining to time entry:

- Clear
- Enter Time
- **Quick Add** (Add time for multiple days on one screen simultaneously)
- Request Absence
- Request Time Off
- Review Time by Week
- Run Calculations



11. Click Submit. The Submit Time summary page will display. Review the time entered

By clicking submit, I certify that the hours reported on this timesheet are true and correct to the best of my knowledge and that work times and absences are in accordance with System policy.

Following date range will be submitted for approval.

May 6 - May 19, 2018 : 4 Hours Total

Total for May 6 - May 19, 2018

Regular	4
Overtime	0
Total	4

12. Enter any comments, as needed

13. Click Submit

The request will be routed your manager for approval

This completes the Enter Time (ESS) process