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Developing a Student Hiring Program

Seven-Steps to Developing a Quality Student Hiring Program

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Step 1: Goals and expectations

What is the main goal for the   student?

- A job description is the best way to determine the main goal(s) for the student(s)
  - o Build competencies for the role
  - o Competencies will align with their performance evaluation

Look at current business activities and consider ongoing projects work that the department would like to expand or projects that need to be initiated or completed.
Consider projects that are beneficial to the department that provide challenging learning experiences.

Who will supervise the student?

A supervisor should be selected to train/coach to assist the student with their projects.

What will the department pay the student?

Student employment opportunities are paid at Radford University, please engage the Budget office to determine budget availability.

Step 2: Opportunity plan

Identify goals, objectives, time lines, competencies, workspace and a general description of the project, which will become the work plan.

Step 3: Talent Acquisition Process

Log on to Handshake to submit and enter the job requisition with the developed job description

- o As an employer in Handshake, the format for employer name is Radford University-Your office name

Analyze resumes

- o Review student's application(s)/resume(s) regularly for there is encouragement for the department leader to engage in conversation with all students to gain their interest
- o If the student has interest in the position, schedule a phone interview/zoom interview or onsite interview for later or continue the conversation if time allows

The Interview-Ask Questions, Give Information and Gather Information (15 minutes)

- o Use behavioral type questions as well as open ended questions
- o Allow for questions and comments
- o Answer with transparency
- o Assess the quality of the student's questions
- o

Step 5: Managing the student

Providing a positive student experience provides a good foundation for the team connection. Using the developed work plan for the student opportunity, set up an orientation for the new student to welcome them to their new area.

Give the student the resources they need to do their job:

A proper workstation, telephone with voicemail, computer and email account is vital to the interns' success. Point out the supply room and introduce to any appropriate team members.

Monitor the   progress:

Keep in mind this could be a first work experience for the student. When work is assigned making sure it is given with detailed explanation and allowing for a few extra minutes of explanation will pay off later when the intern produces work independently.

Assist the student in setting goals for completion of various tasks, including daily, weekly and monthly goals in alignment to the career readiness competencies

Step 6: Evaluating the student

To provide a success story for the student and the department, there is encouragement to gain feedback during the evaluation process:

Evaluate the   progress periodically and give feedback:

Evaluations are important for the success of the student experience.

Evaluations are encouraged to be completed once or three times during their assignment.

During the evaluation, we encourage that there is open dialogue with the student providing feedback and/or expectations.

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