**K-State Student Union**

**Student Employee Interview Form**

A K-State student employee is defined as a K-State student enrolled in no less than 6 credit hours in a semester. Per Union policy 4720, *Hourly Student Employees*, only as an unusual circumstance will the Union hire a student who is enrolled at another college or university. Every effort should be made to hire K-State students.

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interview Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Interviewing For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person Conducting Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(Supervisor Name)*

**Supervisor:**

* Briefly describe how the Union supports the university but is a separate entity:
	+ *The Union serves as the center for the campus community, supporting the mission of the university. The Union is operated as a department within Student Life; however, the Union is a separate entity. Union employees are not employees of the university or of the state of Kansas.*
* Explain that some questions will be asked regarding how the applicant handled “real-life” situations. Explain we are looking for the applicant to provide a summary of the *situation*, the *action* they took, and what the *result* was.
* Ask about any relevant work experience as indicated on the interviewee’s application.
* Discuss *Talking Points* (pg. 2).
	1. Tell me a little bit about yourself and what you are pursuing here at K-State.
	2. Tell me what motivates you in a work environment.

* 1. Describe a time in a previous work/class situation where you went above and beyond the call of duty.

Situation:

Action:

Result:

* 1. Describe a strength or skill you have developed from past work experiences that you believe will help you to be successful here.
	2. Describe a time when you had to work on a project/job with someone who you did not see eye to eye with. What did you do to make it work?

Situation:

Action:

Result:

* 1. Describe a situation when you were part of a successful team/group. What do you think made that team successful?

Situation:

Action:

Result:

* 1. Department Specific Question:
	2. Department Specific Question:
	3. Department Specific Question:
	4. Do you have any questions for me?

Q1:

Q2:

Q3:

**Supervisor Interview Talking Points:**

The talking points below are designed to highlight the many benefits of being a student employee at the Union. It is important to ensure these benefits are discussed during each student employment interview.

* Students with a minimum cumulative GPA of 3.0 are eligible for an annual scholarship in the amount of $500 ($250 per semester) from the Union.
* Hourly K-State student employees are exempt from social security and Medicare taxes being withheld. This is commonly referred to as FICA; the current FICA rate is 7.65% of gross wages.
* Students enjoy a flexible work schedule because school is priority number one.
* Students can participate in the many fun Union employee social events.
* Student employees receive discounts at Campus Store, Cats’ Den, Bowling Center, & select Union restaurants.
* Students enjoy easy access to work by staying right here on campus.
* The pride that comes along with working at the #**16** ranked best college union in the country! (According to *CollegeRank.net*, 2017)
* Advancement opportunities are available.
* Learn and develop essential skills for the future:

 Dependability/Accountability

 Work Ethic

 Honesty and Integrity

 Career-Specific Responsibilities

 Communication

 Leadership

 Motivation and Initiative

Teamwork

Organization/Time-Management

Analytical Thinking

Flexibility and Adaptability

Diversity-Minded

**Interview Guidelines**

* Screen the applicant by reviewing the application information and availability of the student.
* If the applicant is not available to work when there is a gap in the unit’s shift coverage it is not necessary to move the applicant forward in the interview process.
* If an applicant has not submitted their school schedule or availability, it is appropriate to call or email the applicant to find out when they are available to work. Contacting the applicant regarding their availability is not an interview and is only to be considered as part of the screening process.
* If the applicant is successful in the screening process, call the applicant to schedule an in-person interview.
* A phone or Skype interview is acceptable only when the student is not physically in Manhattan and will not be in town for the immediate future in order to conduct an in-person interview.
* An email interview is not acceptable. Email is only acceptable as part of the initial screening process.
* During the interview:
* Discuss:
	+ Position duties
	+ Rate of pay
	+ Work schedule and availability (Difference between what the student desires to work vs. what the student is available to work)
	+ Number of work hours per week limits (30/20 rule)
	+ Expectations of the job – being on time, finding coverage if unable to work, etc. (Supervisor should refer to the *Retail Services Employment Acknowledgement* form for more information).
	+ Benefits of working at the Union. (Supervisor should refer to the *Student Employment Interview Information and Talking Points for Supervisors* for more information).
* Ask the pre-determined interview questions and note the applicant’s answers.
* Determine if the applicant is able to perform the job duties (with or without a reasonable accommodation) in order to be successful in the position.
* If decision is made not to offer the job:
	+ Thank the interviewee and conclude the interview.
* If decision is made to offer the job:
	+ Walk the interviewee to the HR office to schedule new employee orientation.
	+ If the interview is conducted after-hours:
		- Inform student they will need to contact HR to schedule orientation. Give student contact information for HR; and -
		- Send an email to unionhr@ksu.edu notifying HR of the name of the newest employee and the position they have been hired for.
* If a phone or Skype interview is conducted, the supervisor is required to schedule an in-person post-interview meeting with the student before the student may participate in new employee orientation. There are no exceptions to the in-person meeting requirement.