student employment training

presented by:
Student Financial Assistance – Student Employment
Environmental Health and Safety
Office of Equity and Inclusion
presenters

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sessions

- Determine when and how to provide effective feedback/coaching/counseling to student workers.
- Identify and understand the student worker termination policy.
- Walk student workers through the grievance process.
- Injury/Illness Prevention on the Job.
- Recognizing and Preventing Discrimination and Harassment.
employer ideas

• Meaningful
• Training
• Rules and Expectations
• Communication, Feedback, and Evaluation
performance problems

• Temporary Employees.
• Termination Process
• Cardinal Rules
• Verbalize and write it down
• Observe and follow up
• Keep documentation
student worker grievance

All Employment Related Issues
  – Department Hiring Authority
    • Decision is Final
violence in the workplace

Provide a safe workplace through enforcement of a zero-tolerance policy

– acts of intimidation
– threats of violence

– Imminent Violence, Call ASU Police at 911
– ASU Employee Assistance Office

– Document and Report
student code of conduct

- Office of Student Rights and Responsibilities handle:
  - Dishonesty
  - Physical harm
  - Unauthorized use of university property
student employment manual

• http://students.asu.edu/employment
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