



Program Rules and Responsibilities

Hire Achievers Program

IU Indianapolis

2024-2025

This document is to be signed each academic year prior to hiring a student for the program.

Term dates for each agreement will start at the beginning of each academic year unless otherwise specified. Further questions can be directed to the program coordinator, [Karla McLaughlin](#).

In addition to the requirements outlined in the Indiana University hiring policies, the Hire Achievers supervisor agrees to adhere to the following during a student's term of employment through the program:

Approval into the Hire Achievers Program

All supervisors and departments must go through a complete approval process to begin hiring students. For this program, supervisors must complete [Hire Achievers application](#) as a part of the program. Application approval is determined on a case-by-case basis and will be reviewed using the program rubric guidelines, outlined as follows:

- All contact information for the supervisor and hiring department is provided.
- Supervisor of the interns has completed Jaguar Series One or equivalent (as approved by the program coordinator)
- Clear justification for the internship has been provided.
- All program guidelines and requirements have been met.
- A well-written position description that includes: title, purpose/summary, description of daily tasks, and at least five (5) qualifications, and learning outcomes aligned with the [IU Indianapolis Profiles of Learning](#) for Undergraduate Success Learning outcomes and special projects proposed give the intern a clear focus for growth and development has been submitted.

Hire Achievers Program Requirements

All supervisors and students are required to receive at least 1 site visit per year, as well as regularly check the Canvas page for updates. Four (4) ongoing coaching conversations with the students is required for all supervisors, and all expectations outlined in the Canvas page must be met.

Please note that the Office of Student Employment reserves the right to accept or decline any applications at their discretion.

Hiring Student Employees

Before beginning the hiring process, supervisors are required to complete the brief onboard training, as well as read and sign this Program Rules and Responsibilities document.

Recruitment

Once your department has been approved to hire, all positions must be posted to Handshake. The title of your position must include "Hire Achievers" on the job board, and must explicitly outline the expectations of

the program as stated below:

Hire Achievers Program Summary:

This position is offered as a part of the Hire Achievers Program and aims to connect IU Indianapolis undergraduate freshmen and sophomores, with positions on-campus with faculty and staff in a variety of campus areas/programs. Positions start in August and end in May. On-going coaching and feedback on performance will be provided by supervisors according to a strict timeline of the program. Students in this program will be expected to participate in a variety of professional development learning modules in an online format each month. Students who complete the entire year of the program and all of the learning modules will receive a certificate of completion and, will be able to indicate their Hire Achievers experience on their IU Indianapolis Experiential and Applied Learning Record.

The hiring process is left to the discretion of the hiring department. All departments may choose to follow their own screening and interview process but are encouraged to seek assistance from the Office of Student Employment if new to the process or unsure about the hiring steps. Additionally, the office can provide more input and advice regarding recruiting tactics and strategies.

Hiring Students

Once a student has been selected for the position, the supervisor is required to submit the student's name, university email address, and desired start date to the program coordinator. *An offer may **not** be extended until the program coordinator has approved the student for the Hire Achievers program.* Once received, the program coordinator will provide a document outlining the account set up instructions for your eDoc processor. Students should have a federal work-study award listed on their financial view in **One.IU.edu**. As a part of the hiring process, the supervisors should have the students complete a work-study authorization form, which will be needed by the eDoc processor. *As of August 2024, all requested positions must be filled by the October 18. Students will not be permitted to start after this date.*

As a reminder, the program requires the following regarding the hiring process:

- Students must be eligible for a work-study award to qualify for the Hire Achievers program OR they must be a first-year international student.
- Students in the program should be a freshman or sophomore by academic standing.
- Positions must pay at least \$11.00 per hour at no more than 15 hours a week.
- **If a student does have a work-study award, their work-study funding will cover 75% of their earnings, and the program will cover the remaining 25% with no obligation from the hiring department.***
- **If a student does not have a work-study award, the program will cover 40% of the student's earnings. The remaining 60% is the responsibility of the hiring department**
- Students who have a work-study award are still required to complete their authorization forms as a part of the hiring process. For additional instructions on completing authorization forms, please visit [our website](#).

****The program is now offering additional funding for supervisors who refer new supervisors to the Hire Achievers or the On-Campus Internship program. If a new supervisor is accepted and hires a student in either program, the referring supervisor's student(s) will be covered fully by the program for the year, even if the student runs out of work-study funds.***

Supervision of Students

The Hire Achievers program requires that each hiring department agree to designate a specific staff member to supervise the student and maintain the program requirements. The supervisor listed in the application

must be the supervisor designated to manage the students. If at any point throughout the program, the supervisor of the student is expected to change, the program coordinator should be notified immediately for further instruction. However, changing supervisors throughout the program should be avoided. Supervisor replacements must be vetted by the program coordinator and meet all program requirements.

The supervisor is responsible for supporting and training each student at the start of the program. Additionally, expectations for the position and the program should be clearly outlined for the student. The Canvas page will detail the timeline for program-specific coaching and development conversations required for the program.

Timesheets

Students in the Hire Achievers Program will utilize Quali Time to record their work hours. It is the **supervisor's responsibility** to approve timesheets in accordance with payroll deadlines. Supervisors who continuously fail to approve timesheets by the payroll deadline may be subject to removal from the Hire Achievers Program.

Hour Limitations

Students are permitted to work **no more than** 15 hours per week in their position through the Hire Achievers program. Supervisors are responsible for working with the student to determine a schedule that works best for staying within the allotted hours. However, students may work in other positions or departments with the university. If a student is working in another hourly position with the University, they cannot work more than 29 hours per week between all positions. Any additional positions must also be under a different record number in Quali time. If the student works more than 15 hours, the department must have the student clock in on a different record once they have exceeded the maximum time allotted for the program.

Canvas

Once the department has begun the eDoc processing and hiring process for the students, the direct supervisor will receive an invitation to the program's Canvas page. All supervisors are required to accept the invitation and check the Canvas page regularly. Each semester will require two coaching conversations with the students that must be outlined/summarized and submitted on the Canvas page. Failure to regularly submit requirements on the Canvas page could result in removal from the program.

Additionally, each student will be invited to their own Canvas page which will outline their development requirements for the program. Supervisors should check in regularly with their students to ensure that they are meeting the development criteria as a part of the program. Additional details regarding the student learning modules and topics can be found on our [website](#).

Termination of Students

It should be outlined for students that the preferred duration of the Hire Achievers program is for the entire academic year or two full semesters. Students are expected to stay throughout the entirety of the program if possible. The program coordinator will notify each supervisor of effective termination dates at the end of each academic year. These dates will change each year in accordance with payroll timelines.

Summer employment for the students will be at the discretion of the program coordinator and must be requested in advance. The Canvas page will be updated during the spring semester to reflect the process for requesting summer hours if funds are available. *If summer employment has been agreed upon between the program coordinator and the supervisor, it is the supervisor's responsibility to communicate this with their eDoc processor.*



If a student may need to be terminated prior to the end of the academic year due to performance issues, scheduling conflicts, etc., the program coordinator should be informed **as soon as** issues arise, not at the time of termination. For guidance on corrective action, please see the university corrective action [policies and procedures](#). Additionally, please reach out to the program coordinator for additional guidance on corrective coaching or development.

General Provisions

Any questions regarding the outlined Program Rules and Responsibilities should be directed to the program coordinator. All Hire Achievers supervisors and departments must abide by the program responsibilities as outlined in this Program Roles and Responsibilities (PRR) document, as well as Indiana University [policies](#) regarding hiring and management of student employees.



Supervisor's Confirmation

General Provisions

Any questions regarding the outlined Program Rules and Responsibilities should be directed to the program coordinator. All On-Campus Internship supervisors and departments must abide by the program responsibilities as outlined in this Program Roles and Responsibilities (PRR) document, as well as Indiana University [policies](#) regarding hiring and management of student employees. Further questions can be directed to the program coordinator, [Karla McLaughlin](#).

By signing below, you agree to the program rules and responsibilities as outlined above.

Hiring Department: _____

Internship Supervisor: _____

Email address: _____

Level of Jaguar Series completed:

Jaguar Series 1

Year Completed: _____

Jaguar Series 2

Year Completed: _____

Jaguar Series 3

Year Completed: _____

Need to begin Series.

Supervisor's printed name: _____

Supervisor's signature: _____ Date: ___/___/___



Fiscal Officer's Responsibility

Hire Achievers Program 2024 - 2025

*The following section is to be read and signed by your department's assigned **Fiscal Officer**.*

The Hire Achievers program is a campus wide initiative to assist departments that want to hire part-time student employees. Students in this program are required to be work-study eligible, meaning:

- 75% of their pay comes from their work-study funding,
- 25% will be covered by the Hire Achievers program,
- Resulting in a 100% match in funding for these students.

Hiring Process

Once the name of the student has been received, the program coordinator will provide a document outlining the account set up instructions for the eDoc processor. Students should have a federal work-study award listed on their financial view in **One.IU.edu**. As a part of the hiring process, the supervisors should have the students complete a work-study authorization form, which will be needed by the eDoc processor.

The eDoc processor will proceed as normal with the hiring process for the student but will be given the account number for the Hire Achievers program to ensure the student's pay is coming from the program budget line.

Due to the fact this is a funding program for the student's hourly pay, the Office of Student Employment is not responsible for any hiring costs (background check, I-9, uniforms, training costs, nametags, etc.). All additional costs associated with setting up a new hire (outside of the student's hourly rate of pay) are the sole responsibility of the hiring department.

Termination

Termination dates will change each year in accordance with payroll timelines. Summer employment for the students will be at the discretion of the program coordinator and must be requested in advance. It should be noted that summer funding through the program is not guaranteed. *If summer employment has been agreed upon between the program coordinator and the supervisor, it is the supervisor's responsibility to communicate this with their eDoc processor.*

Under no circumstances should a student be terminated without first notifying the program coordinator. The coordinator can be notified by the supervisor or the eDoc processor regarding termination. If a student needs to be terminated prior to the end of the academic year due to performance issues, scheduling conflicts, etc., the program coordinator should be informed **as soon as** issues arise, not at the time of termination. Under most circumstances, the supervisor of the student is responsible for communicating with the program coordinator regarding any potential concerns.

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Fiscal Officer's Confirmation

General Provisions

Any questions regarding the outlined Program Rules and Responsibilities should be directed to the program coordinator. All On-Campus Internship supervisors and departments must abide by the program responsibilities as outlined in this Program Roles and Responsibilities (PRR) document, as well as Indiana University [policies](#) regarding hiring and management of student employees. Further questions can be directed to the program coordinator, [Karla McLaughlin](#).

By signing below, you agree to the program responsibilities as outlined above.

Fiscal Officer's printed name: _____

Fiscal Officer's signature: _____ Date: ____/____/____

