

Texas Woman's University

Library Policy Manual

Policy Name: Student Hiring Manual for Supervisors

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LIBRARIES

TEXAS WOMAN'S UNIVERSITY

Student Hiring Manual for Supervisors

TWU Libraries
Denton, Dallas, and Houston

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Purpose

The purpose of this manual is to assist library supervisors in the student assistant and intern hiring process and to maintain consistency of practice and efficiency.

The hiring process is a collaborative effort between the Libraries, Career Services, International Programs, Human Resources, and the Office of Technology. Working together ensures that all necessary paperwork is complete, resulting in a faster turnaround for getting students on board. The hiring process is standardized across the University, and the application and training processes are developed by the Departments.

Student Assistants

Employment Eligibility

Per TWU policy, a student must meet the following criteria to be eligible for an on-campus job:

- Enrolled in at least one credit hour at TWU
- Completed the federal I-9 Employment Eligibility Verification form
- Passed the criminal background check
- Signed the Confidentiality Statement
- Completed a W-4 form
- Provided proof of Selective Service Registration (male students only)
- Completed all other forms as needed

The I-9 Form requires a student to produce documents to verify their identity and eligibility. A List of Acceptable Documents may be requested from HR.

Hours

Students are able to work up to 20 hours per week when classes are in session, and over the summer. If they hold a second job on campus, the combined total hours cannot exceed 20. If the budget allows, students may work up to 40 hours per week during University break times.

The 4 official University break times are:

- Spring Break
- Between the Fall and Spring Semesters
- Between the Spring and Summer Semesters
- Between the Summer and Fall Semesters

Work Study/Non-Work Study

On-campus jobs are classified by two categories. Work Study, or Non-work Study. Students must be awarded a work study grant through the Financial Aid office in order to apply for a work study job. Work study grant funds pay 75% of the student's paycheck, the Libraries pay the remaining 25%. Hiring work study students is encouraged to help keep library costs down.

Non-work study students are students who do not receive work study grants. The Libraries pay 100% of the non-work study student's paycheck.

Students are paid monthly whether they are work study or non-work study employees.

When hiring for a work study position, the department needs to request a copy of the applicant's work-study award letter to verify the student has been awarded work-study funds. Failure to verify work-study status may result in the student not being paid as a work-study, but instead the department being responsible for covering 100% of the students' wages. Departments will not be reimbursed for any payments made on a non-work study hire.

The award needs to be verified each academic year (fall/spring) and summer sessions. It is the student and department's responsibility to monitor earnings to be sure they do not exceed the work-study award amount. It is recommended to utilize the Payroll Summary by Account Report located under Administrative Management SQL Reports each month to monitor the work study/student assistance charges.

Summer Employment

The requirements to be eligible to work as a student assistant over the summer differ slightly between work study students, and non-work study students.

A non-work study student must have completed at least 1 credit hour at TWU during the spring semester and must be planning to enroll in at least 1 credit hour for the upcoming Fall semester. Non-work study students do not need to be enrolled during the summer to be employed in an on-campus student position.

Work study students must be enrolled in at least 6 credit hours combined for all summer terms to work during the summer.

Students are allowed to work up to 20 hours per week during the summer. Students working during Summer I are allowed to work up to 40 hours per week. Summer II and Summer III are not considered break periods.

International Students

International students follow the same process as non-international students, with a few additional steps:

- International students report to Human Resources to complete the additional paperwork required;
- International students can apply for a social security card, which will be required to complete the federal I-9 form. At any time during the hiring process, international students will need to be ready to provide their passport, I-9, Visa, and I-20.

The hiring process generally takes longer for international students. There is a possibility that these students will not be eligible for hire once their paperwork has been processed. In that case, Human Resources will notify the supervisor.

Posting Open Positions

First, make sure that the position is approved in the Library’s budget. Money is allotted for student positions on an annual basis. If a student suddenly leaves, supervisors can immediately replace them because the position/pay is already in the budget. If a supervisor finds that they need more student help during the year, talk to other student supervisors to see if some of their students can assist you. Only the Dean of Libraries can approve hiring more students once the library budget is approved.

Next, supervisors must submit a job description with a description and duties to the Handshake system through [TWU Connect/Handshake – Career Connections | Texas Woman's University](#) . The posting must include the following information that is important for the student to know:

- Hiring department
- Start date
- Position Classification
- Salary
- Schedule
- Hours of operation
- Skills needed
- Experience
- Physical requirements

Once a job posting has been submitted, supervisors should notify the Libraries staff members responsible for the Libraries’ website, and social media posts that the position is in TWU Connect so that it can also be advertised on our website and social media platforms.

Position Classification

Per University guidelines each position must fall into one of the following categories, the pay for the position may only be within the range for each classification (e.g. Student Assistant I cannot make over \$11/hour)

Student Assistant Classification Level	Pay Range (hourly)
Student Assistant I - Performs work requiring a combination of basic skills and some experience. Work is guided by applicable work principles and standardized techniques.	\$7.25 - \$11.00
Student Assistant II - Performs work requiring training that is more specialized. Usually requires experience and/or being on the job. Minimal level of supervision is received. Work is analytical, technical, and based on acquired skills.	\$11.00 - \$13.00
Student Assistant III - Performs specialized student duties such as student researchers requiring specialized training. May require minimum experience. Work with greater independence than lower level positions and receives a minimal level of supervision. May act as lead to other student employees. Considered specialized student position.	\$13.00 - \$15.00
Student Assistant IV - Performs para-professional level work. Provides leadership	\$15.00 - \$19.00

<p>in area of expertise. Acts as lead to other student employees. Positions work independently and can be highly technical in nature.</p>	
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Reviewing Applications

It is up to the Department to review the applications and to choose candidates with the appropriate skills, experience, schedules, etc.

Hiring may be performed by individual supervisors or by a committee; it is up to each Department to determine their best process. Only supervisors may have a Handshake account. In the event of a hiring committee, the supervisor may download and share application materials with committee members.

Interviewing

It is the supervisor’s responsibility to contact the applicants to set up an interview time. It is important to let them know what the job entails, the hourly wage, the necessary skills, and the expectations for acceptable job performance. Provide a copy of the job description.

Emphasis should be placed on punctuality, attendance, customer service, accountability, commitment, dress code, and hours. Some students will need mentoring if they have not been previously employed. Communicate the importance of their job to the Libraries and how it fits into the overall operation of the library and the University.

Interviewers should ask questions directly related to the job responsibilities. Many times the student’s schedule will determine if they are available when needed by the hiring Department. End the interview by giving them a short tour of the department or Library, introduce them to other staff, and ask if they have any questions for you. Let them know the process for notification of whether or not they get the job.

Interviewers must inform student applicants that employment eligibility will be based on a satisfactory criminal record check and verification of employment authorization.

Hiring

Once a hiring decision is made, contact the student to offer them the job provided their documents are acceptable. At this time it is helpful to discuss scheduling with them.

Students need to fill out a copy of the [TWU Libraries Onboarding Form](#) and their supervisor will need to submit the completed form to the Library Administrative Office before the student is sent to HR for completing any additional paperwork. This form provides library administration the information needed to complete the student PTF, which will need to be completed before HR receives their onboarding documentation as outlined. The Libraries take a picture of each student assistant for an internal directory, students must sign the Photo Consent Release Form found here (link opens PDF): [TWU Form Photo Consent Release](#) . More information about photo and video usage may be found here: [Photography & Videography Services](#). Students will coordinate taking their picture with their supervisor.

The student will also sign a confidentiality agreement found here (link opens PDF): [TEXAS WOMAN'S UNIVERSITY](#) .

The signed agreements are to be given to their supervisor. Supervisors keep the agreements on file for as long as the student is employed in the Libraries.

Once that is done the students complete additional paperwork at the appropriate campus location:

- Denton: Human Resources – 1219 Oakland St.
- Dallas: Campus Manager’s Office – Room 1601
- Houston: Campus Manager’s Office – Room 4310
- Houston (international students only): Campus Manager’s Office and Student Life Office – Rooms 4310 and 2300

A student employee paperwork checklist is completed at the HR office (link opens PDF): [STUDENT EMPLOYEE PAPERWORK CHECK LIST](#) . The student must bring two forms of ID when filling out paperwork, acceptable forms of ID are found on page 3 of the Student Employee Paperwork Checklist.

The HR office will complete a criminal background check and verification of employment authorization. HR will notify the student once the background check has been returned as satisfactory and employment has been authorized through the federal E-Verify systems.

It is the student’s responsibility to forward a copy of the email showing that they have passed the background check to their supervisor. Only after all of this is completed will the student be allowed to start working. For students who receive an adverse criminal record check, Human Resources will notify the supervisor and determine employment eligibility.

Once all required paperwork is complete, the hiring department will be notified. It is at this time that the Libraries submit a Personnel Transaction Form (PTF) before the student’s start date. Once Human Resources receives the new hire PTF, they will conduct the criminal background check and E-Verify based on the start date listed on the PTF.

New hire and renewing hire paperwork as well as changes in student employee information must be turned into Human Resources by the deadline posted on the Payroll webpage in order to have the changes take effect on the next pay period.

Payroll and Pay Rate

Most Library student assistants start at the same hourly rate (\$10.00/hour) with the exception of those students who work from 10pm to 12am (they are paid \$12.00/hour), and those who are hired for specialized positions. Interns are paid the hourly wage of the position they occupy. Student assistants employed for 1 year or more may earn a higher rate based on their annual performance reviews and merit increases.

All TWU employees are paid monthly on the first working day of each month. If the day of the month falls on a Saturday or Sunday, employees are paid on the following Monday. If Monday is a holiday, employees are paid the following Tuesday. Pay periods run from the 16th of the previous month through the 15th of the current month.

Time cards

All Library student workers keep 2 timecards; the HR timecard in Portal and the Libraries timecard in Google. Both timecards must be completed before the end of the day on the 15th of each month in order for the student to get paid. It is best for students to enter their time in both of these places at the

end of each shift. When both records are submitted, the information must match or the student will not get paid. Students may choose how they want to receive their paycheck.

The Human Resources timecard is online and accessible through their TWU Portal Account. The steps for this are:

1. Log into Pioneer Portal
2. Click on "My Tools"
3. Click on "Hourly Timesheet"
4. Click your name
5. Review timesheet for accuracy
6. If changes need to be made click "Edit" and type in the correction
7. If entry needs to be deleted click "Delete"
8. Click "Approve this Timesheet"

The Libraries timecard is filled out via Google Sheets and the student is given access by their supervisor. Supervisors must approve all student assistant Google time sheets by signing the Google timecard electronically.

Breaks

Student employees may only work up to 20 hours/week during semesters, therefore lunch times will vary depending on schedules. The Libraries and Human Resources follow the same guidelines that the university follows for employees regarding non-lunch breaks.

Students earn a 15-minute paid break for every 4 hours worked. Additionally, if the student is scheduled for more than 4 hours they may coordinate with their supervisor to take a longer unpaid break.

- 4 hours or more, one 15-minute break (paid); or a 30-minute (unpaid) break
- 8 hours, two 15-minute (paid) breaks, plus either a 30-minute (unpaid) break, or an 1-hour (unpaid) lunch break

In alignment with TWU's policy, because breaks and rest periods are a privilege and not a right, they may not be taken at the beginning or end of the day or in conjunction with the lunch break, nor may they be accumulated for use at a later date.

Dress Code

The (link opens Word doc) [Student Guide to On Campus Employment](#) is available on the Human Resources website. The student assistant dress code guidelines include:

- No cutoffs, rubber flip flops, inappropriate t-shirts and sweatshirts, and ragged clothing,
- Halter tops/tank tops must have a jacket to wear over them,
- No micro mini-skirts, revealing attire, bare midriffs, low-rise pants, or underwear worn as outerwear.

A Department may choose to add additional guidelines as needed for their areas. Students should be aware of all of the guidelines applicable to them.

Onboarding, Training, and Performance

New students should follow their agreed upon work schedule. If they are unable to work, they must talk with their supervisor. Taking time off around exams is acceptable. Students are expected to perform the

duties as required by their supervisors in a complete, accurate, and timely manner. They are given training prior to having a task assigned to them. If there is a question about their responsibilities, they should consult with their supervisor. Job duties vary from position to position. Developing a departmental manual or training program is advisable.

Customer service is our first priority in serving our users. Supervisors need to set a high standard of customer service in their areas so that whenever someone looks lost or confused, students should feel free to approach them and ask to help them find what they need. They should always be pleasant and helpful.

Student employees are expected to be punctual and to work their shifts. Personal homework should not be done as it takes away from the friendly and helpful customer experience.

Anyone working in the Library needs to be sensitive to confidentiality when it comes to personal information. They may have access to circulation information and checkout records but must never give out this information to others.

Evaluation

Most departments evaluate their students on an annual basis for all students that have been employed for at least one academic year (Fall and Spring semester). These will be done with supervisors during the month of March. Evaluations allow the students to receive feedback on their job performance. Supervisors should meet with each student in a private office. This is the time to give positive feedback and constructive criticism so the student can grow and develop.

Accessibility and Accommodations

It is the student's responsibility to request accommodations through the Disability Support Services office. If any workplace accommodations need to be made for a student, the Libraries will be notified by Disability Support Services. If the disability prevents them from doing the job they were hired for, the supervisor should notify the Disability Support Services office immediately. The Libraries make every effort to meet accommodation needs.

Corrective Action

Personnel problems with student assistants may happen. The problem(s) may be related to the quality of their work, behavioral issues, attendance issues, or other things. Although difficult, a supervisor must be prepared to deal with issues as they arise. Delaying action only makes the situation worse.

A student assistant may or may not be aware of the problem(s) so it is up to the supervisor to talk with and counsel them. Talk through the problem, listen to their perspective, and set expectations for their performance and/or conduct going forward. Many times this is all it takes to get a student employee back on track. The supervisor should document these conversations with the student employee and keep it in their file for as long as they are employed. Should the problem continue, supervisors are able to refer back to previous meeting discussions. Always follow-up with the students and provide a timeline for improvement.

Depending upon the problem and the student, additional counseling/coaching sessions, or training may be needed. Training could be library training, an online course, a book to read, job shadowing, or other approaches. Document all additional counseling/coaching sessions, or training provided.

Verbal Warning

If the problem persists and the supervisor has given the student time to correct the situation, the supervisor may then issue a verbal warning so that the student is fully aware they are not meeting expectations. Tell the student that this is a verbal warning and that if the issues continue; they will receive a written warning. Provide more additional training if needed, help the employee improve so that they can be successful in their job.

Written Warnings

If this does not resolve the issue, give the student a written warning. Outline the issue, the steps that have taken place and the additional training given to the student. Include concrete examples that illustrate the problems. Again, give the student assistant time to correct the issues.

If a reasonable amount of time passes and the issues are still unresolved despite the supervisor's best efforts, prepare a final written warning. This should outline the issues, corrective action taken, examples of continuing problems, and the timeline for follow-up. The final warning must be approved by both Human Resources and General Council before the supervisor presents it to the student. Let the student know that they still have time to correct the problem but if it persists, the next step is termination.

Termination

If it comes to the point of termination, permission to terminate a student must come from HR and the General Council. When meeting to terminate the student's employment, be sure to finalize the timecards, get University property returned, and ask them to immediately leave. Supervisors needing guidance on writing up warnings should consult with their manager and/or Associate Dean.

Supervisors may also choose to not "renew" a student's employment between semesters. Student's employment is on an at-will semester basis. This process does not require approval. The supervisor must notify the student, and the Library Administrative Office of their end date. During the student's final shift, the supervisor should be sure to finalize the timecards, and get University property returned.

Resignation

Students may choose to voluntarily resign from their on-campus position. They should provide a written notice and give 2 weeks of advance warning whenever possible. Notify the Administrative Office of all student resignations so the appropriate paperwork can be completed.

Students who withdraw from classes simultaneously terminate their employment. Supervisors should notify the Library Administrative office of this change as soon as possible, and ensure the student submits their final time cards immediately.

Resignations should also be recorded in the Departments Google Timesheets with a "(GONE)" indicator after the student's name. This is because timesheets must be retained until the start of the new academic year (August). At the start of the New Year, once the sheets have been reset, the supervisor may remove the student from the Department list.

Graduate Assistants

Several of the processes for Graduate Assistants are the same as described above. Any deviations are detailed below.

Position Classifications

- Graduate Teaching Assistant (GTA): Serves as a teacher of record, Assigns final grades, Paid from Faculty Salaries budget line, Specific course(s) taught must be specified on PTF, Receives a workload report with work units for class(es) taught
- Graduate Assistant (GA): Works in direct support of instruction, Paid from Faculty Salaries budget line, Receives a workload report showing 0 work units, Work units are assigned as a sub-administrative assignment, Cannot be paid from course fee or distance education accounts
- Graduate Research Assistant (GRA): Involved in designated research, Must be used on 19 accounts, Paid from Wages budget line in the grant

Employment Eligibility

- The student must be admitted to the Graduate School as a degree-seeking student.
 - The minimum course load for which graduate assistants must be enrolled during long semesters is 5 semester credit hours. Departments may require a greater minimum number of hours. For enrollments less than 5 hours, a letter from the dean or program unit head to the Graduate School requesting approval to enroll for fewer hours and explaining the reason for the request is required. Students in the thesis, professional paper, or dissertation hours may register for a minimum of 3 hours. (Note: Students enrolled for less than 5 hours must pay FICA tax unless enrolled in the last semester.)
 - The course load for which graduate assistants working 0.50 FTE during the summer must be 5 semester credit hours of graduate coursework. The course enrollment for graduate assistants working less than 0.50 FTE during the summer is 3 semester credit hours of graduate coursework. The student can take either 3 or 5 hours at any time during the summer appointment.
- The student must be in good academic standing at TWU. A student who is on scholastic probation may not hold a graduate assistantship.
- A student who is employed full-time in any position cannot be appointed as a graduate teaching assistant.
- Graduate Assistants may not be appointed concurrently as student assistants. In rare cases, the Dean of the Graduate School may approve an exception, when the request comes from the program unit head.
- A student is not permitted to hold a graduate assistantship at TWU concurrently with an assistantship at any other college or university or with a student assistantship at TWU.

International Students

If the graduate student is an F-1 visa student, contact must be made with International Student and Scholar Services so that the assistantship may be used to figure the student's financial support. Send a

copy of the graduate assistantship award letter to International Student and Scholar Services so that it may be included with the student's I-20.

International students must demonstrate English speaking proficiency through one of the following in order to hold a graduate teaching assistantship

- A score of 26 or higher on the [TOEFL iBT](#) speaking section
- A score of 7.5 or higher on the [IELTS](#) Speaking Test
- A score of 53 or above on the [Pearson Test of English](#) (PTE) Academic
- A score of 4 or higher on the [MELAB](#) Speaking Test

International students must also follow the guidelines of [International Student and Scholar Services](#).

Posting Open Positions

Follow all of the steps for an SA, plus fill out the (link opens Word doc) [Application for Graduate Assistantships](#). The application should be completed and mailed or emailed as an attachment to the head of the department in which the assistantship is sought.

Hiring

The department will contact the student with an employment offer after checking qualifications. Each department/component will issue a contract letter to each applicant they wish to employ.

The department should send the graduate assistant to the Office of Human Resources to complete the necessary forms to assure payment and insurance coverage, if applicable. ***The student must complete Human Resources paperwork prior to or within the first 3 days of employment by federal law.***

An out of state graduate assistant is entitled to register by paying the tuition and other fees or charges required for Texas residents without regard to the length of time the assistant has resided in Texas if:

1. is enrolled in a minimum of 5 semester credit hours,
2. the assistant is employed at least one-half time (.50 FTE), and
3. is working in a position which relates to her/his degree program.

The student should complete the Request for In-State Tuition Form for Graduate Assistants, have it signed by the chair of the department and forward it to the Graduate School as an e-mail attachment. The form must be submitted by the 12th class day of long semesters, the 4th class day of summer sessions, and the 2nd class day of the Summer 1 session. Graduate School personnel will approve the request for in-state tuition and forward the form to the Registrar's Office.

Payroll & Personnel Transaction Form (PTFs)

The head of the academic component or department will then process a Personnel Transaction Form (PTF), to be approved and signed by the Dean/Supervisor of the College/School/Office and forwarded to the Graduate School to verify the applicant's admission status, salary level, workload, and dates of

employment and then send it to the Office of Academic Financial Services for approval. Students must have been admitted to a graduate program and must enroll in at least 5 semester credit hours during both the fall and spring semesters before an assistantship is approved.

PTFs not approved will be returned to the component for appropriate action. All approved PTFs will be forwarded to the Office of Academic Financial Services.

During the fall and spring semesters, graduate assistants are paid monthly on the first working day of the month following the month worked. Graduate assistants who have summer appointments are paid in three monthly installments.

For a Graduate Assistant to receive a paycheck, the PTF must be approved and in the Office of Academic Financial Services by the published payroll deadline. Payroll deadlines vary each month; schedules are available in the office of Human Resources. GAs are required to complete certain forms in the Office of Human Resources by the payroll deadline before receiving the first paycheck. Therefore, graduate assistants should go to the Human Resources Office as soon as their applications are approved to complete the necessary forms and to provide proof of citizenship, usually by means of a driver's license and Social Security Card or a passport.

Applications should be processed through the academic components by June 1 for an assistantship for the fall semester, by November 1 for an assistantship for the spring semester, and by April 1 for an assistantship for the succeeding summer session.

Appointments for assistantships are issued for an academic year (Sept. 1 - May 31), semester, or a summer session. Appointment dates follow the fiscal calendar and include the following periods:

- Fall - September 1 through January 15
- Spring - January 16 through May 31
- Summer - June 1 through August 31

Depending upon the period of appointment, a GA is entitled to official university holidays and the same work period as the faculty unless exceptions have been agreed upon in writing in advance by the GA and supervisor.

Preparing and Processing PTFs

1. The department will prepare a personnel transaction form (PTF) using the electronic template accessed through Phoenix.
2. In order to ensure a graduate assistant is paid, please follow the deadline dates published on the Payroll website in the office of [Human Resources](#). In order to approve the PTF, the Graduate School must determine that the assistant is registered for the appropriate number of hours. Please encourage students to register early. Approval for assistants not yet registered cannot be forwarded to Academic Financial Services and will be returned to the department.

3. The [pay scales](#) on the Graduate School website are to be used when completing the PTF. Note that the appointment salary on PTFs for Fall, Spring, and Academic year is always the 9-month salary, although the actual length of employment may be for a different period of time. On summer PTFs, the 3-month salary is the base.
4. The PTF must include a description of the graduate assistant's specific duties. If the assistant is a GTA, the specific courses taught must be listed.
5. The component unit head should send a memo to the Graduate School explaining the reasons for requesting approval if any of the following apply:
 - a. The student is enrolled for less than the required semester hours.
 - b. The student will be employed more than half-time.
 - c. The Student will be employed in a department other than her/his major.
 - d. The student is employed in another full-time university staff position. In this case, approval from the full-time supervisor should also be attached.
6. For a GTA, the "[Certification of Graduate Teaching Assistant Academic Preparation](#)" must be submitted to the Graduate School.
7. The component unit head and dean will approve the PTF and send it to the Graduate School for approval. The Graduate School will verify the following requirements:
 - a. Admission to a graduate program
 - b. Student registration for the required number of hours
 - c. Whether the student is international or a permanent resident
8. The Graduate School will approve the PTF and forward it to the Director of Academic Financial Services.

Onboarding, Training, and Performance

All Graduate Assistants (both new and returning) are required to complete Graduate Assistant Orientation/Training annually, usually just prior to or immediately after the start of the Fall semester. The Graduate School will send an email to departments/students with a link to the online Graduate Assistant Orientation/Training.

Each GTA must have a mentor who evaluates her/his teaching during the semester.

Reappointment

Reappointment to an assistantship is contingent upon prior performance, departmental research and teaching needs, and available funds. The number of years a student may hold a graduate assistantship depends upon the level of the degree program of the student. For a student at the master's level, the maximum number of years will be three. For a student at the doctoral level, the maximum number of years will be six. Only under extenuating circumstances may an extension of an additional semester or year be granted by the request of the head of the student's component. Ensuring academic success is of the highest importance. Provisionally admitted students on probation and students lacking progress may be removed from an assistantship.

Quick Links

- Applying for Graduate Assistantships: <https://twu.edu/gradschool/graduate-assistants/applying-for-graduate-assistantships/>
- Confidentiality Agreement: <https://servicecenter.twu.edu/TDClient/1956/Portal/Shared/FileOpen?AttachmentID=46be53f0-c36d-4570-938b-7e4648fecdf1&ItemID=31062&ItemComponent=26&IsInline=0>
- Graduate Assistants: <https://twu.edu/gradschool/graduate-assistants/>
- International Student and Scholar Services: <http://www.twu.edu/international-education>
- Online Student Assistant Application: https://docs.google.com/a/twu.edu/forms/d/e/1FAIpQLSfwqfynwwDR_162yMYrCsQ-U6vAga-rXO9jBchqVWeMV3iu-g/viewform
- TWU Connect/Handshake: <https://careerconnections.twu.edu/resources/twu-connect-handshake/>
- TWU Connect Employer Guide: <https://careerconnections.twu.edu/channels/employer/>
- TWU's Filming and Photography Consent Form: <https://twu.edu/media/documents/marketing-communication/TWU-Photo-Release-Consent-Form.pdf>
- TWU Libraries Student Assistant Application (Responses): <https://docs.google.com/spreadsheets/d/1Erwi0oveku9RxEjFdMOXOrpdSM4PBVOYFvMs94dejbA/edit#gid=1910521701>
- TWU Libraries Onboarding Form: <https://docs.google.com/document/d/1td5v5rATtEK2d-qtqIGfWXgvbMNd88r96hJBIAAUfxU/edit?usp=sharing>
- Student Employee Paperwork Checklist: <https://servicecenter.twu.edu/TDClient/1956/Portal/Shared/FileOpen?AttachmentID=2e2c1084-b2a8-43ca-acdb-23613bfcca05&ItemID=31062&ItemComponent=26&IsInline=0>
- Student Guide to On-Campus Employment: <https://servicecenter.twu.edu/TDClient/1956/Portal/Shared/FileOpen?AttachmentID=a9b35061-50da-4411-8682-346aba98179f&ItemID=32392&ItemComponent=26&IsInline=0>