Financial Aid Office
Division of Human Resources
Federal Work Study (FWS) Workshop
2013-2014
Agenda

- Federal Work Study (FWS) Program
- Hiring Process
  - Supervisor’s & Student’s Responsibilities
- Life Cycle of FWS Program
Federal Work Study Funding & Process

- History
- Funding
- Federal Aid and the Federal Work Study Program
- How are FWS students notified of their award
- FWS Award Reduction/Cancellation

Adelfa Ukenye, Office of Financial Aid
History

The FWS program encourages the part-time employment of needy undergraduate and graduate students to help pay for their education and to involve the students in community service activities.
## Funding

### FWS Allocations and Projection 2013-2014

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FWS ALLOCATIONS</strong></td>
<td>$ 1,513,601.00</td>
</tr>
<tr>
<td>Addtl. Community Service Allocation ( + )</td>
<td>$ -</td>
</tr>
<tr>
<td>JLD ( - )</td>
<td>$ 75,000.00</td>
</tr>
<tr>
<td>Transferred to SEOG ( - )</td>
<td>$ -</td>
</tr>
<tr>
<td>Carried from to 2013 - 2014 ( - )</td>
<td>$ 154,715.00</td>
</tr>
<tr>
<td>Carry forward to 2014-15 ( - )</td>
<td>$ -</td>
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<tr>
<td>Carried Forward from 2011-2012 ( + )</td>
<td>$ -</td>
</tr>
<tr>
<td>Administrative Expense ( - )</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>SUB TOTAL 2013 - 2014</strong></td>
<td>$ 1,932,316.00</td>
</tr>
<tr>
<td>On - FWS - Fall 12-Spring 13-Summer A-2013 ( - )</td>
<td>$ 1,457,000.00</td>
</tr>
<tr>
<td>Summer B- 2013 _ On Campus</td>
<td>$ 141,800.52</td>
</tr>
<tr>
<td>Summer B- 2013 _ On Off Campus</td>
<td>$ -</td>
</tr>
<tr>
<td>America Reads</td>
<td>$ 339,000.00</td>
</tr>
<tr>
<td>FWEP</td>
<td>$ -</td>
</tr>
<tr>
<td>ON-Campus Comm. Serv.</td>
<td>$ -</td>
</tr>
<tr>
<td>Off-Campus Comm. Serv.</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>TOTALS [ FWS Allocations (100%)]</strong></td>
<td>$ (5,484.52)</td>
</tr>
</tbody>
</table>
How FWS Students are Notified

Students:

- MUST be awarded and have accepted the Federal Work Study award for the 2013-2014 Academic year
- Students will receive an email with instructions on how to apply for a FWS position
**Financial Aid**

**Award Package**

**Federal Aid Year**: 2012-2013

Your financial aid package has been revised based on updated information. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available. Remember to 'Submit' your changes.

**Last Updated**: 06/09/2010 2:19:19PM  
**Status**: Revised Package

<table>
<thead>
<tr>
<th>Award</th>
<th>Category</th>
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<th>Offered</th>
<th>Accepted</th>
<th>Accept</th>
<th>Decline</th>
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<tbody>
<tr>
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<td></td>
</tr>
<tr>
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<td>Work/Study</td>
<td>Undergraduate</td>
<td></td>
<td>3,500.00</td>
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<td></td>
</tr>
<tr>
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<td>Undergraduate</td>
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<td>1,425.00</td>
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<td></td>
</tr>
<tr>
<td>University Grant</td>
<td>Grant</td>
<td>Undergraduate</td>
<td>1,900.00</td>
<td>1,900.00</td>
<td>✔</td>
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</tr>
<tr>
<td>Estimate FL Medallion Schol-FA</td>
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<td>Undergraduate</td>
<td>1,425.00</td>
<td>1,425.00</td>
<td>✔</td>
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</tr>
<tr>
<td>DL - Federal Direct Loan Unsub</td>
<td>Loan</td>
<td>Undergraduate</td>
<td>0.00</td>
<td>0.00</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>DL - Federal Direct Loan Sub</td>
<td>Loan</td>
<td>Undergraduate</td>
<td>0.00</td>
<td>0.00</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>18,350.00</strong></td>
<td><strong>18,350.00</strong></td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.
Steps to Participate in the FWS Program

- **Establish Work Study Activity Number**
  - The department Budget Area Manager must provide the hiring manager with a FWS activity number.

- **Establish FWS Job Posting**
  - Department must complete and submit a “FWS Posting Request Form” available at my.fiu.edu. (Contract Recruitment Services for assistance with completing form.)

- **Hiring a FWS Employee**
  - Department must complete and submit a “FWS Hire Form” and student must apply to FWS job posting. **ALL STUDENTS, NEW AND RETURNING, MUST APPLY TO A FWS POSTING**
Establishing a FWS Job Posting

Ana M. Jimenez, DHR
Establishing a FWS Job Posting

- Department must have a FWS Activity number and a Matching Activity number to fund the position. (New FWS Activity numbers can be requested through the Office of the Controller website.)

- Department must complete and submit FWS Posting Request Form online to the Division of Human Resources (DHR). Form is available on my.fiu.edu/HR Admin/Main Menu/Self Service/Employee Resources/Employee Forms/Recruitment Forms (Completed only if this is the first time your department is posting a position.)
Establishing a FWS Job Posting

- You will be contacted by DHR to review your posting before it goes live. Position will be posted on the University Job Board at [Careers.fiu.edu](http://Careers.fiu.edu)

- Changes or updates that need to be made to your posting should be referred to Recruitment Services.
# FWS Posting Request Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ana Jimenez</td>
<td>305488-8805</td>
<td><a href="mailto:jmeza@fiu.edu">jmeza@fiu.edu</a></td>
<td>7/19/2012</td>
</tr>
</tbody>
</table>

## Department Information

<table>
<thead>
<tr>
<th>Org Department</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FWS Activity</th>
<th>FWS Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On Campus</td>
</tr>
</tbody>
</table>

## Immediate Supervisor Information

<table>
<thead>
<tr>
<th>Supervisor ID</th>
<th>Supervisor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Job Description

This page contains a form titled "FWS Posting Request Form" with fields for name, phone, email, date, department information, immediate supervisor information, and job description. It is from FIU (Florida International University).
Job Title: Recruitment Services Office Assistant/092-5135
Job ID: 504503
Location: Modesto A. Maidique Campus
Regular/Temporary: Temporary

About FIU
Florida International University is recognized as a Carnegie engaged university. Its colleges and schools offer more than 180 bachelor’s, master’s and doctoral programs in fields such as engineering, international relations, architecture, law and medicine. As one of South Florida’s anchor institutions, FIU is worlds ahead in its local and global engagement, finding solutions to the most challenging problems of our time. FIU emphasizes research as a major component of its mission and enrolls 48,000 students in two campus and three centers including FIU Downtown on Brickell and the Miami Beach Urban Studios. More than 150,000 alumni live and work in South Florida. For more information about FIU, visit http://www.fiu.edu.

Job Category
Federal Work Study

Desired Qualifications
- Ability to communicate effectively
- Possess a high sense of responsibility and customer service skills
- Knowledge of PC operations and software
- Ability to work well in a team environment

Who May Apply
Students enrolled at FIU, who have been awarded Federal Work Study as part of their Financial Aid Award package. Student must be enrolled with a minimum of six credit hours in a course of study leading to a degree or a Financial Aid eligible certificate.

Work Schedule
15 - 20 hours per week.

Advertised Salary
$9.00/ Hour
**Job Opening**

**Posting Title:** Recruitment Services, Office Assistant 092-6135  
**Job Opening Status:** 010 Open  
**Job Title:** FEDERAL WORK STUDY  
**Position Number:**  
**Business Unit:** HUMRE HUMAN RESOURCES  
**Job Family:** FWS FEDERAL WORK STUDY

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**Manage Applicants**  
**Find Applicants**  
**Activity & Attachments**  
**Job Opening Details**

**View Applicants**  
- Screen Applicants  
- Interview Schedule

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### Manage Applicants

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Select</th>
<th>ID</th>
<th>Type</th>
<th>Vet Pref</th>
<th>Disposition</th>
<th>Panther ID</th>
<th>Currently Enrolled?</th>
<th>Academic Career</th>
<th>Credits</th>
<th>FWS Awarded?</th>
<th>Awarded Terms</th>
<th>Application</th>
<th>Qualified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td></td>
<td></td>
<td></td>
<td>Status</td>
<td>No</td>
<td>0.000</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No applicants have applied or have been linked to this job opening.
Hiring Students

Ana M. Jimenez, DHR
Hiring Procedures

- Hiring manager must log in to my.fiu.edu to view applicant pool.
Select Human Resources Admin/Main Menu/Recruiting/Find Job Opening
Hiring Procedures

Enter FWS Posting number in the Title field in the Search Criteria
## Find Job Openings

### View Job Opening Search Criteria

- **2 Results Found**

### Search Results

<table>
<thead>
<tr>
<th>Job Opening</th>
<th>ID Nbr</th>
<th>Type</th>
<th>Location</th>
<th>Target Openings</th>
<th>Available Openings</th>
<th>Hot Job</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Office, On-Campus FWS Program Assistant</td>
<td>506070</td>
<td>Standard Requisition</td>
<td>Charles E Perry (Primera Casa)</td>
<td></td>
<td></td>
<td></td>
<td>06/13/2013</td>
</tr>
</tbody>
</table>

- **Select All**
- **Deselect All**
- **Select Action...**
- **Go**

**Create New Job**

**Browse Job Openings**

**Find Job Postings**
Hiring Procedures

- Hiring manager will schedule interview with student/s to discuss job summary, desired qualifications and work schedule. HM should select only those students who have been awarded Federal Work Study.

![Applicant Management Interface](image_url)
Hiring Procedures

- Hiring manager identifies FINALIST from the applicant pool and completes and submits the FWS Hire Form available on my.fiu.edu/HR Admin/Main Menu/Self Service/Employee Resources/Employee Forms/Recruitment Forms.

DEPARTMENT MUST RECEIVE EMAIL CONFIRMATION THAT HIRE FORM IS ON QUEUE PENDING APPROVAL OF THE DEPARTMENT MANAGER.

*It is the responsibility of the Hiring Manager to ensure that form is approved by the Department Manager identified in the email confirmation. Financial Aid will not receive form until it has been approved and routed by the Department Manager.
Paperwork Completed by Hiring Department
Dear Adelfa Ukenye,

We have received your request to hire a FWS student employee. Please advise your Department Manager Approver that the form must be approved and routed to Financial Aid before the student can begin this appointment.

FWS Hire Form Received for Candidate below

Name: [Redacted]
FWS Program: Florida Work Experience
Department: [Redacted] - Office of Financial Aid
Location: Charles E Perry (Primera Casa)
Business Unit: AAENR - ENROLLMENT SERVICES
FWS Activity Nbr(75%): [Redacted]
Matching Activity Nbr(25%): [Redacted]
Supervisor ID: [Redacted]
Supervisor Name: Adelfa Ukenye
FWS Award Information: Florida Work Experience

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>5/13/2013-8/2/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award Amt:</td>
<td>2500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Rt:</td>
<td>[Redacted]</td>
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</tr>
<tr>
<td>Weekly Hrs:</td>
<td>16.03 hrs/week</td>
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<tr>
<td>FWS Alloc:</td>
<td>1875.00</td>
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<tr>
<td>Match Alloc:</td>
<td>625.00</td>
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</tbody>
</table>

Department Manager Approver: [Redacted]

If you have any questions regarding this information, please contact Recruitment Services at 305-348-2500
Dear Adelfa Ukenye,

Your FWS Hire form has been reviewed and Approved.

Thank You
Dear Adelfa Ukenye,

We have received your request to hire a FWS student employee. Please advise your Department Manager Approver that the form must be approved and routed to Financial Aid before the student can begin this appointment.

FWS Hire Form Received for Candidate below

<table>
<thead>
<tr>
<th>Name</th>
<th>David, Stephanie</th>
</tr>
</thead>
<tbody>
<tr>
<td>FWS Program</td>
<td>America Reads</td>
</tr>
<tr>
<td>Department</td>
<td>Office of Financial Aid</td>
</tr>
<tr>
<td>Location</td>
<td>Charles E Perry (Primera Casa)</td>
</tr>
<tr>
<td>Business Unit</td>
<td>AAENR - ENROLLMENT SERVICES</td>
</tr>
<tr>
<td>FWS Activity Nbr(75%)</td>
<td></td>
</tr>
<tr>
<td>Matching Activity Nbr(25%)</td>
<td></td>
</tr>
<tr>
<td>Supervisor ID</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name</td>
<td>Adelfa Ukenye</td>
</tr>
<tr>
<td>FWS Award Information</td>
<td>America Reads</td>
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</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>Date</td>
<td>5/13/2013-8/2/2013</td>
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<tr>
<td>Award Amt.</td>
<td>2100.00</td>
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<td>Hourly Rte.</td>
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<tr>
<td>Weekly Hrs.</td>
<td>9.21 hrs/week</td>
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<tr>
<td>Match Alloc.</td>
<td>525.00</td>
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<td></td>
</tr>
</tbody>
</table>

If you have any questions regarding this information, please contact Recruitment Services at 305-348-2500
Dear Adelfa Ukenye,

Your FWS Hire form has been reviewed and Approved.

Thank You
2013-2014 FWS Hiring Process

- Step 1: Hiring Manager reviews applicant pool and selects Finalist.
- Step 2: Hiring Manager completes and submits FWS Hire Form.
- Step 3: Division of Human Resources extends job offer to candidate.
- Step 4: Once candidate accepts offer, Division of Human Resources completes onboarding and candidate begins assignment.
Division of Human Resource completes onboarding directly with the candidate.

- Recruitment Services will contact applicant to initiate Pre-Employment requirements, i.e., background checks, if applicable, and extend job offer. **ALL FWS EMPLOYEES, NEW AND RETURNING, WILL BE REQUIRED TO ACCEPT JOB OFFERS ONLINE.**

- Candidate will be informed that they may begin their assignment once they have accepted job offer but not before the first day of the Fall semester, August 26, 2013.
Hiring Procedures, continued

- Hiring manager should request a copy of the student’s class scheduled before arranging the student’s work schedule. Students are not allowed to work during classes.

- The department should establish a clearly defined work schedule that will be convenient to both student and employer. Please take into consideration midterms and finals.

- The department should inform the student of his/her exact job duties and responsibilities.
Student Search for FWS Posting

Ana M. Jimenez, DHR
Finding a Job

All FWS postings will be available on the University job board at careers.fiu.edu.

- Student MUST be awarded and accepted their FWS award for the current academic year.
- Student can search desired position and follow instructions for applying.
Finding a Job

Internal Candidate (Currently on FIU payroll)
Log in to my.fiu.edu

External Candidate (First time FIU employee)
Register at careers.fiu.edu
Job Search

Advanced Job Search

Enter Keywords:

Select Locations:
- All Job Locations
- Biscayne Bay Campus
- Modesto A. Maidique Campus

To select multiple values, hold down the Ctrl key (Command key for Macs) while making selections.

Select Job Families:
- FACULTY
- FEDERAL WORK STUDY
- STAFF
- STUDENT
- TEMPORARY

Full/Part Time:

Regular/Temporary:

Desired Pay:

Currency:

Job Opening ID:

Find Jobs Posted Within:
- Anytime

Display Results Sorted By:

Search Clear Save Search Basic Search Search Tips

FIU FLORIDA INTERNATIONAL UNIVERSITY
<table>
<thead>
<tr>
<th>Job Opening</th>
<th>ID Nbr</th>
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<th>Location</th>
<th>Target Openings</th>
<th>Available Openings</th>
<th>Hot Job</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Pre-Collegiate Programs and Grants Clerk/ 092-5036</td>
<td>504452</td>
<td>Standard Requisition</td>
<td>E. R. Graham University Center</td>
<td>0</td>
<td>0</td>
<td></td>
<td>06/18/2012</td>
</tr>
<tr>
<td>Athletics Department - Training Room/ 092-6017</td>
<td>504451</td>
<td>Standard Requisition</td>
<td>Pharmed Arena</td>
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<td>0</td>
<td></td>
<td>06/18/2012</td>
</tr>
<tr>
<td>Assistant Director, Human Resources/Division of Research</td>
<td>504450</td>
<td>Standard Requisition</td>
<td>Charles E Perry (Primera Casa)</td>
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<td>1</td>
<td></td>
<td>06/18/2012</td>
</tr>
<tr>
<td>Clinical Assistant/Assoc Prof- College of Nursing &amp; Health Sciences</td>
<td>504449</td>
<td>Standard Requisition</td>
<td>Health and Life Sciences</td>
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<td>1</td>
<td></td>
<td>06/18/2012</td>
</tr>
<tr>
<td>Coordinator, Student Affairs</td>
<td>504447</td>
<td>Standard Requisition</td>
<td>E. R. Graham University Center</td>
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<td>1</td>
<td></td>
<td>06/15/2012</td>
</tr>
<tr>
<td>Financial Aid Office, Scholarship Assistant/ 092-6170</td>
<td>504446</td>
<td>Standard Requisition</td>
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<td>06/15/2012</td>
</tr>
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<td>Financial Aid Office, State Grants Assistant/ 092-6169</td>
<td>504445</td>
<td>Standard Requisition</td>
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<td>06/15/2012</td>
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<td>Financial Aid Office, Athletics Assistant/ 092-6187</td>
<td>504444</td>
<td>Standard Requisition</td>
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<td>0</td>
<td>0</td>
<td></td>
<td>06/15/2012</td>
</tr>
</tbody>
</table>
Conditions of Employment

Performance Standards
- FWS employees are expected to meet the performance expectations of the role.
- If a FWS employee is not meeting the expectations of the role, the employee may be separated from his/her role, upon the approval of Employee & Labor Relations.

Job Transfers
- Not allowed during the academic year.
- With justification, transfers may be approved.

One Department Only
- Students cannot use work study between two different departments.
Separations

- Ending appointment: A completed Termination Form and a Separation of Employment/Transfer Clearance form must be submitted to the DHR, PC 224.

  
  - Separation of Employment/Transfer Clearance form available on the DHR website: [https://myhr.fiu.edu/psp/hcm/E](https://myhr.fiu.edu/psp/hcm/E)

- All separations based on conduct and/or performance must be reviewed with Employee & Labor Relations prior to action being taken.
## Termination Form

http://finaid.fiu.edu/index.php?id=37

**STEPS:**
- www.fiu.edu
  - Financial Aid
  - Work Study Program
  - FWS Forms
  - Termination Form

---

### Federal Work Study Termination Form

<table>
<thead>
<tr>
<th>Department Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Code</td>
<td>Location</td>
</tr>
<tr>
<td>Building Code</td>
<td>Department Contact Person Name</td>
</tr>
<tr>
<td>Department/Division</td>
<td>Contact’s Title</td>
</tr>
<tr>
<td>Manager ID#:</td>
<td>Contact’s Email</td>
</tr>
<tr>
<td>FWS Activity # (75%):</td>
<td>Matching Act # (25%): Contact’s Telephone</td>
</tr>
</tbody>
</table>

| Termination Date: (MM/DD/YY) |  |

<table>
<thead>
<tr>
<th>Reason for Termination:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Fiscal Year</td>
<td>Award Amount Fully Earned</td>
</tr>
<tr>
<td>Student Transferred</td>
<td>Award Cancelled</td>
</tr>
<tr>
<td>Other (Please enter reason below)</td>
<td></td>
</tr>
</tbody>
</table>

Exhaustion of FWS/Employment funds

<table>
<thead>
<tr>
<th>Termination Authorized by:</th>
<th></th>
</tr>
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<tr>
<td>Project Leader/Dept. Supervisor's Print Name</td>
<td>Title</td>
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<tr>
<td>Project Leader Signature</td>
<td>Date</td>
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</tbody>
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**Attention:** Please print this form and forward a copy to payroll, financial aid, student, and hiring department.
Life Cycle of FWS Hire Process

Dana Sacco, ELR
Life Cycle of FWS

- Job Posting
- Selection and Hiring Process
- Leading Employees and Managing Performance
- Ending Appointment/End of Award Period
“Management must manage”

Harold S. Geneen, President and CEO of International Telephone and Telegraph Corp (ITT) during 1959-1977

- Comply with University Policies and Procedures
- Establish clear/defined expectations; duties/responsibilities; goals/objectives
- Effectively communicate, provide coaching and feedback (positive and constructive)
- Manage behavior and performance consistently
- Follow through
- Always lead by example
Feedback: What, Why, How

WHAT is feedback?
Communication provided to a person or team regarding the “effect” their behavior is having on another person, the organization, the customer or the team.

WHY is feedback important? (Positive and Constructive)
Open communication leads to understanding and clarification. It ensures the employees feel valued and respected.

Positive feedback is an effective motivator – most employees want to obtain more recognition. Recognition fosters more of the appreciated actions.

Constructive feedback alerts an employee to an area in which performance can improve. Constructive feedback is not criticism.

HOW to provide feedback?
- Timely
- Appropriately
- Descriptively – feedback should always be directed to the action, not the person
Benefits of Providing Feedback

- **Builds trust**
- Improves employee performance
- Improves employee morale and productivity
- Encourages and motivates self-improvement
- Helps employees with their career planning/development
- Helps employees understand where they stand in relation to the expected performance
- Take advantage of employee insights for improving operations/business
- Promotes teamwork and employee cohesiveness
- Identifies needed changes in human resource management practices
Tips for Providing Effective Feedback

Effective feedback is specific, not general and is directed towards the action, not the person.

**General:** The report was good.

**Specific:** The report was submitted on time, well-written and made your points about the budget very clear and understandable.
Effective feedback always focuses on a specific behavior, not on a person or their intentions.

**General:** You were rude at the last staff meeting.

**Specific:** When you held competing conversations during the meeting, when Mary had the floor, you distracted the people in attendance.
When to contact ELR

- If you are unsure how to handle an issue
- After you have verbally coached the employee on a matter and improvement is not sustained
- If an act is so egregious it must be addressed immediately beyond a verbal counseling (ex. physical fight)
- Prior to any involuntary separation (based on conduct or performance vs. end of appointment)
What does ELR need from you?

Allegation(s) of conduct violations or performance issues

Documentation

- Create a chronology of events (including dates and times)
- Documentation must be consistent for all employees and issues
- Provide specific examples
- Identify patterns
- Address the action, not the person
- Include feedback/responses provided by the employee
Factors to Consider

Each case is reviewed on an individual basis using the following factors:

- University Policies and Procedures and Past Practices
- Nature and seriousness of the offense
- Impact to the work environment
- Pattern of behavior
- Previous corrective actions
- Amount of time since the last corrective action
- Possible Accommodations or Extenuating Circumstances
- Any other necessary factors
Case Examples

- FWS employee is not meeting the expectations of the position.
- FWS employee is not able to work the scheduled hours.
- FWS employee has worked beyond the awarded hours. What now?
- FWS employee has a balance of funds/hours and the semester is ending. What now?
- FWS employee is asking to change job duties, schedule, etc.
- I need to request the FWS to perform other functions not listed on the job posting.
Separations of Employment

- Involuntary Separation (ending appointment based on conduct or performance)
- Job Abandonment
- Resignation
Best Scenario Outcome

- As a supervisor, you provided timely and constructive feedback.

- The FWS employee received the feedback well and made the necessary adjustments.

- The FWS employee works the duration of the award period and contributes to the success of your department and the University!
2013 – 2014
FWS Hiring Process

Ana M. Jimenez, DHR
2013-2014 FWS Hiring Process

- **Step 1:** Hiring Manager reviews applicant pool and selects Finalist.
- **Step 2:** Hiring Manager completes and submits FWS Hire Form.
- **Step 3:** Division of Human Resources extends job offer to candidate.
- **Step 4:** Once candidate accepts offer, Division of Human Resources completes onboarding and candidate begins assignment.
Important Dates

- **Monday, July 29, 2013**
  Postings Go Live (careers.fiu.edu)

- **Friday, August 30, 2013**
  Postings Closed

- **Monday, September 2, 2013**
  Deadline for submitting FWS Hire Form
Important Contact Information

**Financial Aid Office**
Adelfa Ukenye / ukenyea@fiu.edu
FWS Coordinator / fwsoncampus@fiu.edu

**Job Postings / Hiring**
Ana Jimenez/ ana.jimenez@fiu.edu (305) 348-9462
Shalini Singh/ singhs@fiu.edu (305)348-2500

**Employee Labor & Relations**
Dana Sacco /dana.sacco@fiu.edu (305)348-6475
Gabrielle Marzouka/ gabrielle.marzouka@fiu.edu (305) 348-4451

**Payroll /Time Cards / Paychecks**
DHR Customer Service (305) 348-2181

**Americans with Disabilities Act (ADA)**
Office of Disability Services
University Park Campus:   (305) 348-3532
Biscayne Bay Campus:    (305) 919-5345
Thank You

Questions

Evaluations & Feedback