Community Based Federal Work Study (CBFWS) Manual

This manual is intended to accompany the CBFWS Policies and Procedures video training and Employola video tutorials
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PURPOSE OF CBFWS

CBFWS is meant “to encourage students receiving federal student financial assistance to participate in community service activities that will benefit the nation and engender in the students a sense of social responsibility and commitment to the community.

- 42 USC § 2751

EMPLOYER EXPECTATIONS

This is the URL address shown on the slide in the training video where you can find the employer expectations: http://www.loyno.edu/engage/employer-expectations

STUDENT LEARNING OBJECTIVES

CBFWS student employees will be able to articulate:

- Agency’s mission and target population
- Root cases of issues agency addresses
- Link between their assigned tasks and the agency’s impact in the community

SCREENING APPLICANTS

The CBFWS application process will be through EMPLOYOLA. Here is the url referenced in the training video: www.loyno.edu/engage/cbfws-forms-and-resources. This link will bring you to the EMPLOYOLA tutorial videos.

SELECTING A STUDENT

Once you have found the right student through the application process on EMPLOYOLA, offer the student the job directly (via phone call, email, etc). Delay contacting other applications until a student has accepted your offer.

Students who accept a CBFWS job offer from you will report the hire directly in EMPLOYOLA. You don’t need to do anything in EMPLOYOLA to document the hire.
PRE-EMPLOYMENT PAPERWORK (for students)

Students need to submit the following paperwork to Human Resources before starting to work:

- Employment Eligibility Verification form (I9)
- Federal and state tax forms
- Student Payroll Authorization form

These three items can be obtained from Human Resources and should be submitted to Human Resources. Human Resources is located in Mercy Hall room 102.

YOUR PRE-EMPLOYMENT REQUIREMENTS

These are requirements for working at your agency. They may include: training sessions, orientation sessions, background checks, fingerprinting, etc.

Whatever your agency’s employment requirements are, please make sure you have a plan for communicating these to students, and for implementing the requirements.

SCHEDULING

We strongly recommend that you complete a Plan of Work with each student employee. Here is the URL for the Plan of Work:
http://www.loyno.edu/engage/sites/loyno.edu.engage/files/Plan%20of%20Work%2014F.pdf

The Plan of Work can also be found under the CBFWS Forms and Resources page on our website.

[Sample of Plan of Work on next page]
SCHEDULING continued

This is what the Plan of Work looks like:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug. 25</td>
<td>Aug. 26</td>
<td>Aug. 27</td>
<td>Aug. 28</td>
<td>Aug. 29</td>
<td>Aug. 30</td>
</tr>
<tr>
<td>WEEK 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aug. 31</td>
<td>Sept. 1</td>
<td>Labor Day Holiday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEEK 2</td>
<td></td>
<td>Sept. 2</td>
<td>Sept. 3</td>
<td>Sept. 4</td>
<td>Sept. 5</td>
<td>Sept. 6</td>
</tr>
<tr>
<td></td>
<td>Sept. 7</td>
<td>Sept. 8</td>
<td>Sept. 9</td>
<td>Sept. 10</td>
<td>Sept. 11</td>
<td>Sept. 12</td>
</tr>
<tr>
<td></td>
<td>Sept. 14</td>
<td>Sept. 15</td>
<td>Time sheets due 10am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEEK 3</td>
<td></td>
<td>Sept. 16</td>
<td>Sept. 17</td>
<td>Sept. 18</td>
<td>Sept. 19</td>
<td>Sept. 20</td>
</tr>
<tr>
<td></td>
<td>Sept. 21</td>
<td>Sept. 22</td>
<td>Sept. 23</td>
<td>Sept. 24</td>
<td>Sept. 25</td>
<td>Sept. 26</td>
</tr>
<tr>
<td></td>
<td>Sept. 28</td>
<td>Sept. 29</td>
<td>Sept. 30</td>
<td>Oct. 1</td>
<td>Oct. 2</td>
<td>Oct. 3</td>
</tr>
<tr>
<td>WEEK 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oct. 5</td>
<td>Oct. 6</td>
<td>Oct. 7</td>
<td>Oct. 8</td>
<td>Oct. 9</td>
<td>Oct. 10</td>
</tr>
<tr>
<td>WEEK 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nov. 2</td>
<td>Nov. 3</td>
<td>Nov. 4</td>
<td>Nov. 5</td>
<td>Nov. 6</td>
<td>Nov. 7</td>
</tr>
<tr>
<td>WEEK 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nov. 9</td>
<td>Nov. 10</td>
<td>Time sheets due 10am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nov. 16</td>
<td>Nov. 17</td>
<td>Nov. 18</td>
<td>Nov. 19</td>
<td>Nov. 20</td>
<td>Nov. 21</td>
</tr>
<tr>
<td></td>
<td>Nov. 23</td>
<td>Nov. 24</td>
<td>Nov. 25</td>
<td>Nov. 26</td>
<td>Nov. 27</td>
<td>Nov. 28</td>
</tr>
<tr>
<td>WEEK 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nov. 30</td>
<td>Dec. 1</td>
<td>Dec. 2</td>
<td>Dec. 3</td>
<td>Dec. 4</td>
<td>Dec. 5</td>
</tr>
<tr>
<td></td>
<td>Dec. 7</td>
<td>Dec. 8</td>
<td>Last day of classes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SCHEDULING POLICIES

- No work is required during in-term Loyola holidays/breaks (but students may work through mutual agreement)
- Students typically work from the first day of classes to the last day of classes in a semester.
- No work is allowed during exam week (except with prior approval from HR).
- No work during holiday/Christmas break
- No summer work
- No more than 8 hours on one day, and no more than 40 hours in any week.

SCHEDULING TIPS

- Students are often maxed out during the last week of classes.
- Allow a small cushion for illnesses, emergencies, closures, etc.
- Beware that cramming hours into the end of the semester doesn’t usually work out well for students.
- Aim for 8-10 hours per week (make sure to include transportation allowances)
- Explain your policies on absences, tardies, make up work, notifications, etc. Loyola’s policy is to uphold your agency’s policy.

TRANSPORTATION

OCELTS provides some transportation supports for CBFWS student workers to get to and from their worksites. These include:

- RTA tokens
- Use of Cycloserve bicycles – this is our free daily bikeshare program for CBFWS student workers and service learners.

For more information on transportation and transportation supports, visit: www.loyno.edu/engage/transportation.

Students should include transportation time on their timesheets. Transportation allowances for each agency and each mode of transportation have been pre-calculated by OCELTS. Students should use these times when adding transportation to their timesheets. This is the direct link to the transportation allowance chart: http://www.loyno.edu/engage/sites/loyno.edu.engage/files/Transportation%20Time%20Chart%202014-2015_0.pdf

This chart can also be found on the CBFWS Forms and Resources page of our website.
Transportation allowance chart:

<table>
<thead>
<tr>
<th>Location</th>
<th>Walking</th>
<th>Bike</th>
<th>Car</th>
<th>Van</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abeona House</td>
<td>X</td>
<td>30</td>
<td>15</td>
<td>45</td>
</tr>
<tr>
<td>Anna’s Arts for Kids</td>
<td>X</td>
<td>30</td>
<td>15</td>
<td>X</td>
</tr>
<tr>
<td>Audubon Nature Institute</td>
<td>30</td>
<td>15</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>Catholic Charities ESL - St. Lawrence</td>
<td>X</td>
<td>X</td>
<td>30</td>
<td>X</td>
</tr>
<tr>
<td>Catholic Charities ESL - Church of Christ</td>
<td>X</td>
<td>30</td>
<td>15</td>
<td>45</td>
</tr>
<tr>
<td>Catholic Charities ESL - Tulane University (Newcomb Hall)</td>
<td>15</td>
<td>15</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Catholic Charities ESL - Mary Queen of Vietnam</td>
<td>X</td>
<td>X</td>
<td>30</td>
<td>X</td>
</tr>
<tr>
<td>Catholic Charities ESL - St. Joseph the Worker</td>
<td>X</td>
<td>X</td>
<td>30</td>
<td>X</td>
</tr>
<tr>
<td>ELEVATE New Orleans</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Freret Neighborhood Center</td>
<td>30</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Lafayette Academy Charter School</td>
<td>45</td>
<td>15</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>Louisiana State Museum</td>
<td>X</td>
<td>30</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Neighborhood Housing Services New Orleans</td>
<td>30</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>New Orleans Film Society</td>
<td>X</td>
<td>30</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>Wilson Charter School</td>
<td>45</td>
<td>15</td>
<td>15</td>
<td>45</td>
</tr>
</tbody>
</table>

To use the transportation chart, subtract the appropriate transit time from the student’s start time. When the student departs, add the appropriate transit time to the student’s end time.

EXAMPLE: Heather arrives on site at 12:00pm and works until 3pm. She spends 15 minutes each way biking to your site. Therefore, her recorded shift would be 11:45am-3:15pm.

TIMESHEETS

Students will need to pick up their first timesheet, and it will be blank. The students can pick one up from OCELTS (Bobet 113). Each timesheet after that will be mailed to your agency and will be pre-filled out with the students name and ID number.

All signed and completed timesheets should be turned into OCELTS (Bobet 113).

When filling out timesheets, always round to the nearest 15 minutes, and calculate hours spent to the nearest quarter hour. For example, John arrives at 3:18pm and leaves at 6:25pm. The time recorded would be 3:15pm to 6:30pm, for a total of 3.25 hours (three hours and fifteen minutes).

If there are any questions about filling out hours on timesheets, adding transportation, etc, please contact OCELTS at 504-865-2283.
**Sample timesheet front:**

**LOYOLA UNIVERSITY COLLEGE WORK STUDY MONTHLY STUDENT PAYROLL**

**MARKING INSTRUCTIONS**
- Use a black ink pen only.
- Do not use pens with ink that soak through the paper.
- Make solid marks that fill the oval completely.
- Make no stray marks on this form.
- Do not fold, tear, or mutilate this form.
- CORRECT MARK 

**STUDENT NAME** SMITH, JOHN

**DEPARTMENT** COMMUNITY BASED FEDERAL WORK STUDY

<table>
<thead>
<tr>
<th>CWID OR SSN</th>
<th>ASSIGNMENT</th>
<th>PAYROLL I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8</td>
<td>W 1 2 3</td>
<td>X X 1 2</td>
</tr>
</tbody>
</table>

**PAY PERIOD**
- **BEGINNING DATE**: 08/18/13
- **ENDING DATE**: 09/14/13
- **SUBMIT TIME REPORT TO PAYROLL, MERCY, 102, BY THIS DATE**: 09/16/2013

**MESSAGE:**

**TOTAL** 028

Please use this area to record ONLY those hours worked during fall and spring semesters.

**TOTAL** 025

**STUDENT SIGNATURE**

John Smith

**DATE**: 9-16-14

**AUTHORIZED SIGNATURE**

CBWSS Supervisor

**DATE**: 2-16-14

Printed in U.S.A.
INSTRUCTIONS

Please take time to follow these instructions and complete the form properly so you will have no interruption in pay. If you do not understand any component of the time sheet, please consult with your supervisor or call Payroll, extension 7731 or 7767.

1. On this side of your time sheet, record your hours DAILY. Write the “Time In” and “Time Out” and the total hours for each day. When recording your hours, round the minutes to quarter hours using decimal amounts.

   EXAMPLE: 15 minutes = 0.25 hour, 30 minutes = 0.50 hour, 45 minutes = 0.75 hour.

2. At the end of the pay period, total your daily hours and write the total hours for the period in the space provided on the reverse side. Bubble in the total hours for the period.

3. Complete the time sheet using a black ink pen only.

4. Do not make changes to the pre-printed information on your time sheet. Contact Payroll at 7731 or 7767 if changes occur.

5. When writing information, such as daily hours and signatures, do not allow the lines to run through the ovals or through the black marks down the left side of the page.

6. CAREFULLY REVIEW your time sheet to make certain it is complete.

7. Sign and date, and have your supervisor sign and date, in the space provided on the reverse side.

8. Time sheets are to be delivered to Payroll, Room 102, Mercy, by your supervisor, no later than the date noted.

9. Payrolls are processed monthly. Checks may be picked up in your department while school is in session, thereafter, in Student Finance.

10. If you have an outstanding balance with the University, you must deposit your paycheck in the Bursar’s Office on payday or on the Monday immediately following.

11. Questions concerning employment of students and student paychecks should be directed to Payroll, extension 7731 or 7767.
OVERAGES

Employers should monitor students’ work hours. Student employees will only be paid UP TO their award amount. Your agency will be billed for any overages.

If you want to know how much is left:

- Use the preformatted tracking spreadsheet (screenshot below)
- Contact OCELTS, 865-2283, ocelts@loyno.edu
- Contact Doris Newman in Human Resources, 865-7757, dbnewman@loyno.edu

Screen shot of pre-formatted tracking spreadsheet:
TASKING

Ideas on how to explain common tasks (this can also be found on CBFWS Forms and Resources webpage):

**LOW LEARNING VALUE vs. HIGH LEARNING VALUE**

*Explaining the learning value of a task is crucial. Refer to the chart below when describing tasks to students.*

<table>
<thead>
<tr>
<th>LOW LEARNING</th>
<th>TASK</th>
<th>HIGH LEARNING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keying information from a source document into a computer</td>
<td>Entering contact information into a database</td>
<td>Ensuring that key constituencies are included in an agency’s communications and contacts are up-to-date</td>
</tr>
<tr>
<td>Babysitting</td>
<td>Caring for children</td>
<td>Developing the potential of young people through structured activities</td>
</tr>
<tr>
<td>Putting supplies away</td>
<td>Organizing a storage closet</td>
<td>Improving a program by making supplies easily accessible and weeding out old or nonfunctional supplies</td>
</tr>
<tr>
<td>Stapling papers to bulletin boards or telephone poles</td>
<td>Posting flyers</td>
<td>Making a target audience aware of upcoming programs or events</td>
</tr>
<tr>
<td>Stuffing, stamping and sealing envelopes</td>
<td>Assembling a mailing</td>
<td>Disseminating important information</td>
</tr>
</tbody>
</table>

**Prohibited tasks under CBFWS**

1. Displacing a regularly-hired or budgeted employee. Jobs need to be created specifically for work study students.
2. Promoting organizations that limit or restrict membership, such as unions or credit unions.
3. Any type of political campaigning for political candidates or issues.
4. Legislative lobbying.
5. Recruiting members for a religious organization.
6. Constructing/maintaining a religious building.
7. Conducting religious worship.

Prohibited tasks:

- Religious proselytization or participation in worship activities, including maintaining facilities used for sectarian worship
- Political campaigning
- Uncompensated “extra” work
- Displacing paid employees
- Discrimination or harassment of any kind
SUPERVISORY RESPONSIBILITIES

1. Recruiting and hiring student employees
2. Working with student employees to set work schedules
3. Providing thorough orientation, including policies on dress, conduct, etc.
4. Providing initial and ongoing training needed for student employees to complete assigned tasks
5. Keeping accurate time records
6. Ensuring that students regularly receive constructive feedback
7. Completing formal performance evaluations with student employees twice a year
8. Communicating with students and with Loyola
9. Reporting accidents

SUPERVISOR RIGHTS

- Expect quality work
- Set your own expectations for satisfactory performance
- Implement performance improvement measures as needed.

PERFORMANCE IMPROVEMENT

Common steps for performance improvement:

1. Verbal discussion
2. Written warning
3. Termination (though this is not the preferred outcome, you can do this)
COMMUNITY ENGAGEMENT ASSESSMENT

Sample Student Performance Evaluation (this is just the first page, the full evaluation will be sent to you in an email in December and April):

CBFWS Student Performance Evaluation Questions

Welcome

THIS IS A LIST OF THE QUESTIONS EMPLOYERS WILL BE ASKED ABOUT THEIR CBFWS STUDENTS AT THE END OF EACH SEMESTER.

BEFORE THE LAST TIMESHEET OF THE SEMESTER IS DUE, EMPLOYERS WILL RECEIVE AN E-MAIL INVITATION TO A LIVE ELECTRONIC SURVEY. THERE THEY WILL ENTER ANSWERS TO THESE QUESTIONS FOR EACH CBFWS STUDENT.

THIS PDF IS ONLY TO BE USED TO FAMILIARIZE EMPLOYERS WITH THE FORM. IT IS NOT MEANT TO BE FILLED OUT.

Performance evaluations are intended to be completed in the presence of the student being evaluated.

Contact OCELTS@bomyo.edu with any questions.

1. Agency
   - Absecon House
   - Amara’s Arts for Kids
   - Audubon Institute
   - Catholic Charities ESL
   - Elevate
   - Freret Neighborhood Center
   - Lafayette Academy Reading Room
   - Lusher High School
   - Neighborhood Housing Services
   - New Orleans Film Society
   - Wilson Charter School/Breadmoor Education Corridor

*2. Supervisor Name

*3. Student First Name

*4. Student Last Name
CRITERIA FOR RENEWAL AS A CBFWS EMPLOYER

1. The degree to which the employer has reliability provided high-quality, well-supervised work experiences for students.
2. The level of demonstrated student interest in positions at the agency
3. Avoidance of overages and accurate tracking of work hours
4. Prompt submission of all required documentation and paperwork
5. Responsiveness to communication from Loyola

TRAINING VERIFICATION

Please verify that you completed this training by passing the CBFWS Employer Training Quiz: https://www.surveymonkey.com/s/CBFWStraining. A link to the quiz can also be found on the CBFWS Forms and Resources webpage.

CREATING AN EMPLOYER ACCOUNT IN EMPLOYOLA

To create an account:

1. Go to studentaffairs.loyno.edu/careers
2. At bottom of page under “For Employers” click “Click here to register.”
3. Fill in your organizations name, click continue
4. Fill in your contact information
   Use your email address as your username
   How you heard about us: CBFWS Employer
5. Final step: “Submit Profile.”

CREATING A CBFWS JOB LISTING IN EMPLOYOLA

Before you begin, you will need your Employola account login information and complete job description (which includes job tasks/responsibilities and qualifications necessary).

1. Go to studentaffairs.loyno.edu/careers
2. Scroll down to “For Employers” login
3. Type in your login information
4. Click on “My Jobs & Internships” at the top of the page. Then in the dropdown menu, click “New Job & Internship.”

5. Fill out the Position Information
   - Title: [Insert your job title]
   - Job Reference Num: leave blank
   - Employer Name: Prefilled
   - No of Openings: [Insert number of openings]
   - Wage/Salary: $10.00/hr
   - Employment Start Date: Sept. 2014
   - Employment End Date: May 2014
   - Job Description: [Insert job description]
   - Qualifications: [Insert qualifications]
   - Application Instructions: Insert the following text: “Click ‘Apply Now’ to submit your resume.”
   - Required Documents: Click on “Resume”
   - Online Application Address: Leave blank
   - Job Location City: [Insert city]
   - Job Location State: Click “LA”
   - Job Location Country: skip
   - Job Function: Click all that apply to the position. To select more than one, hold “Ctrl” key and click.
   - Position Type: CBFWS
   - Minimum GPA: skip
   - Graduation Range: skip
   - Classification: Click all that apply to the position. To select more than one, hold “Ctrl” key and click.
   - Loyola Degrees: skip
   - Majors: Select “All Majors”
   - LEAVE THE REST OF THE INFORMATION AS IS:
     - Screening Options
     - Post Date
     - Expiration Date
     - Hide Organization Name
     - Show Contact Info
     - Allow Students to Apply through EMPLOYOLA Site

6. Click “Save”

You can edit any information on your job posting. You will notice that the status of your new job is “Pending.” It can take anywhere from 1-4 hours for your job to be approved. Once the status is “Active” you’ll receive an email from Loyola and students can view the position and apply.

To view your job listings, click on “My Jobs & Internships” at the top, and then select “Job & Internship List” from the dropdown menu. You can click on each job to make edits.
REVIEWING CBFWS JOB APPLICATIONS IN EMPLOYOLA

Once your job posting is active, you should begin to receive student applications. Each time a student applies, you will receive an email. You can either click on the link in the application or your can login to review the applications.

To review your applications:

1. Log in to your Employola account. You can do this here: studentaffairs.loyno.edu/careers
2. Click on “My Jobs & Internships,” then select “Job & Internship List” on the dropdown menu
3. Click on the position
4. Once the position comes up, click on “View Activity” on the left hand side of the webpage (listed under “Page Functions”)
5. The activity for the position will come up.
6. You can click on the .pdf symbol to review resumes one at a time, or you can check the tick boxes to create a packet of all resumes received.
7. If you create a packet, a pop-up window will show all of your applications (and will include a cover page).

Reviewing applications is your last step in Employola. If you’d like to contact the student, you may reach out to them directly. If you’d like to offer the student the position, please do so by communicating the offer directly to the student.

USEFUL URLS AND CONTACT INFORMATION

URLS

CBFWS Forms and Resources http://www.loyno.edu/engage/cbfws-forms-and-resources

CBFWS Employer Training Verification Quiz https://www.surveymonkey.com/s/CBFWStraining

Employola http://studentaffairs.loyno.edu/careers

OCELTS main site http://www.loyno.edu/engage/

Transportation http://www.loyno.edu/engage/transportation
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