

THE SUPERVISOR SCOOP

August 2026 – December 2026 | Page 1 • Vol. 11



Welcome to the fall 2026 edition of **The Supervisor Scoop**! As we prepare for the start of a new academic year, we're excited to share important updates, resources, and reminders to help you successfully hire, supervise, and develop your student employees.

Thank you for your continued partnership in supporting WVU students. You play a vital role in helping students build the skills, confidence, and experiences that prepare them for success both during college and beyond.

Issue Highlights

- WVU Career Center changes
- New Career Center initiatives: Campus Internship Program and Suitable + NACE Career Readiness Competencies
- Federal Work-Study reminders
- Hiring and Handshake update
- Employment deadlines
- Upcoming Events
- Helpful tools to create learning experiences

Contact Us

Questions or concerns? Federal Work-Study supervisors, [please contact the WVU Hub](#). Regular student employment supervisors, please email WVU Career Center at studentemployment@mail.wvu.edu.



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Check Out What's New With the WVU Career Center!

Career Services is Now the WVU Career Center

The Career Services Center is now the WVU Career Center, home to regular student employment at WVU. Explore our [Career Center website](#) for resources designed to support the hiring and development of student employees, including [Developing Career-Ready Students Through Campus Employment: A Supervisor's Playbook](#). These tools provide practical guidance to help you create meaningful campus employment experiences that build students' career readiness while supporting your department's goals.

New Name, New Location

This fall, the WVU Career Center will relocate to the Evansdale Crossing, 3rd Floor. We look forward to welcoming students, employers, faculty, staff, and campus partners to our new space. Don't worry, we'll share additional details as the move approaches.

Suitable + NACE Competencies

The WVU Career Center partners with Suitable and the NACE Career Readiness Competencies to help students intentionally develop the skills employers value most. Through on-campus employment and workplace experiences, students receive structured feedback aligned to the 8 NACE competencies, supporting growth in communication, teamwork, professionalism, leadership, and more.

Supervisors can use Suitable to provide meaningful feedback that helps students reflect on their performance, track progress over time, and strengthen their career readiness.

Visit the [Career Center's NACE Ready + Suitable for Supervisors webpage](#) to learn more.

Campus Internship Program

In partnership with Talent Acquisition, we're fully launching a structured Campus Internship Program to strengthen experiential learning opportunities, provide consistent internship frameworks across campus, and ensure students gain meaningful, career-ready experience aligned with NACE competencies. This program is designed to support supervisors by streamlining the internship hiring and onboarding process, clarifying expectations, and providing tools and guidance to help you supervise effectively while developing highly prepared, engaged student interns who add value to your department. When it's available, an email will be sent out to supervisors, so be on the lookout for that soon!

Federal Work-Study Updates

Federal Work-Study Students: More Than Just Office Assistants

Federal Work-Study (FWS) students can bring much more to your department than traditional office support. Today's students bring a wide range of skills beyond traditional office duties. They can assist in a variety of ways, including:

- Social media and website management
- Outreach and communication
- Event planning
- Technology support
- Customer service
- Data management and research
- Serve as program ambassadors
- Community engagement assistants

With flexible schedules, students can often assist outside regular business hours or even work remotely when appropriate.

Just as importantly, meaningful student employment doesn't have to align directly with a student's major to be valuable. Students can develop essential skills such as communication, collaboration, problem-solving, time management, and leadership — skills that benefit them long after graduation!

If your department has projects, recurring tasks, or outreach needs, you may already have an ideal Federal Work-Study opportunity. Hiring eligible FWS students allows departments to leverage student talent while benefiting from federal funding that helps offset employment costs. Together, we can create impactful experiences that prepare students for success both during and after college.



Federal Work-Study Updates Cont.

First Day Reminders

The first day Federal Work-Study students may begin working is **August 18, 2026**.

Important: No student may begin working until they have received an official **start date and confirmation from Shared Services**. This confirmation is sent only **after the student's New Hire Form has been approved, and payroll processing is complete**.

Supervisors are responsible for ensuring students **do not begin work early**, even if hiring paperwork has been submitted.

Have questions about a student's hiring status? Please reach out to [Shared Services](#) before scheduling any hours.

Reminder: Students May Not Work During Scheduled Class Times

As we begin a new term, we want to remind you of an important FWS regulation. Students are not permitted to work during their scheduled class or lab times. This is a federal regulation as well as a University policy, and compliance is mandatory.

Supervisor Responsibilities:

- Monitor student work hours closely to ensure they do not overlap with any scheduled classes or labs.
- Verify student schedules and maintain open communication with your student employees about any changes.
- Ensure documentation is provided if a class or lab is cancelled, and the student wishes to work during that time. This documentation must be in writing and kept on file.

The Federal Work-Study Team will be monitoring reported work hours for any overlaps with class schedules. *Repeat violations may result in disciplinary action for both the student and the department.*

We appreciate your continued partnership in upholding the integrity of the FWS program. If you have questions or need assistance verifying schedules, please don't hesitate to [contact the WVU Hub](#) for assistance.

Announcements

LAST WORK DAY REMINDER FOR FALL 2026

The last day Federal Work-Study fall graduates and those not enrolled for spring 2027 can work is **Friday, December 11, 2026**, the final day of the fall semester. Students continuing their enrollment in the spring 2027 semester are eligible to work beyond this date.

WEEKLY HOUR REQUIREMENTS

Students cannot work more than 28 hours per week. However, there are a few exemptions to this regulation:

- Week of Thanksgiving (**November 22 – 28, 2026**)
 - Students are permitted to work up to 40 hours this week
- Winter Break (**December 12, 2026 – January 10, 2027**)
 - Continuing students that are enrolled in a winter intersession course (**December 14, 2026, – January 1, 2027**) cannot work more than the standard 28 hours per week while the course is in progress
 - Continuing students not enrolled in a winter intersession course may work up to 40 hours per week during the break

MONITORING

It's important that you monitor all of your FWS employees' time worked and earnings to ensure they don't exceed their funding allotment. We have resources available to help you with this task! Check out our [Managing a FWS Student webpage](#) for [monitoring instructions and tracking sheets](#). Any earnings that exceed a work-study's award allocation, becomes the responsibility of the hiring department or agency.

HANDSHAKE POSITION EXPIRATION REQUEST FORM

Do you have an active student employment or FWS job listing that you no longer wish to fill? Submit the [Handshake Position Expiration Request Form](#) to have it expire.

JOB POSTING SPOTLIGHT

We can help you get more attention for one of your open positions. Submit a [Handshake Position Spotlight Request Form](#) to spotlight your listing for qualified students! We'll use the information you provide to directly email qualified students with the position title, description, and a direct link to your job posting.

Announcements Cont.

RELEASING STUDENTS

If your FWS employee requests to be released from their position or must be released from their position for other reasons, the student employee's supervisor must submit the [Federal Work-Study Release Form](#).

*If you have concerns that your student violated the [Campus Student Conduct](#), please contact the Office of Student Rights and Responsibilities.

TRANSITIONING TO REGULAR STUDENT EMPLOYMENT

Supervisors who need to transfer work-study student(s) to departmental funding after they use their work-study allocation, should notify Shared Services Time Collection with the following information to complete the process:

- Student Name
- Student Assignment Number
- Current Student Position (Title and Number)
- Hourly Rate of new position
- Supervisor Name
- Supervisor Email
- New Funding String

For HSC students, email HSCSharedServicesCenter@hsc.wvu.edu the required information. For all other students, email SSC-TimeCollection@mail.wvu.edu. Have questions about this process? Please contact the [Shared Services Center](#).



Job Posting and Application Review Process

Supervisors and hiring managers are reminded to use the [Student Employment Job Posting Request Form](#) to request that a position be posted on Handshake. Once submitted, you'll be added as a contact on the posting and will receive student applications via email.

Important notes:

- **Supervisors do not have access to log in to Handshake** as an employer or administrator. This process is designed to simplify your experience by delivering applications straight to your inbox, **no need to navigate Handshake yourself**.
- **Work-study positions are not automatically reposted each year.** Each position requires a **new Handshake job ID annually**. It's important to note that you must provide the previous job ID as part of the reposting process. Reposting retains the previous job title, pay rate, and position description. If you don't have the previous job ID or the job posting information has changed, utilize the new position request.

If you requested returning students and indicated you'd like to repost your previous position, those requests have already been processed. However, if you did **not** request your position to be reposted, or if you are hiring new students, you must submit a **new Job Posting Request Form** as soon as possible to ensure your position is visible to applicants.

Once your job posting request is submitted, it'll be live on Handshake within **2 business days**. You'll receive a **confirmation email** with the Job Title and Job ID.

As students apply, you'll get emails with the subject line "**You have a new applicant.**" To view their submitted materials:

- Click the "**PDF of today's applicant packages**" link in the email.
- Check your **Downloads folder** for the students' resume, work availability, and class schedule documents.

Supervisors and hiring managers are responsible for **reviewing and managing incoming applications**.

Download applicant details

↓ ZIP of applicant package

→ ↓ PDF of applicant package

Includes resume, cover letter, and any other documents you required.

Important Dates

AUGUST 18

First Day of Class – First day Federal Work-Study students may begin working

AUGUST 20

Back-to-School Job Fair (during Welcome Week) – Mountainlair, Vandalia Lounge & Commons Area, **11 a.m. to 2 p.m.** Hiring student employees? [Register to attend](#).

SEPTEMBER 7

Labor Day – University Closed

SEPTEMBER 20

JCPenney Suit-Up Shopping Event – Morgantown Mall, JCPenney Store, **4 p.m. to 6 p.m.**

SEPTEMBER 23

STEM Career and Internship Fair – Day 1: *Agriculture, Natural Resources, and Infrastructure*, Student Recreation Center, **10 a.m. to 3 p.m.**

SEPTEMBER 24

STEM Career and Internship Fair – Day 2: *Science, Engineering & Technology*, Student Recreation Center, **10 a.m. to 3 p.m.**

SEPTEMBER 30

Business Career and Internship Fair – Mountainlair Ballrooms, **11 a.m. to 3 p.m.**

OCTOBER 1

Engaging Society: Careers in Community, Policy, and Service – Mountainlair Ballrooms, **11 a.m. to 3 p.m.**

NOVEMBER 3

Election Day – University Closed

NOVEMBER 21 – 29

Thanksgiving Break – University Closed

Important Dates Cont.

DECEMBER 11

Last Day of Fall 2026 Semester – Last day fall Federal Work-Study graduates or continuing students not registered for spring can work

DECEMBER 14 – JANUARY 1

Winter Intersession

DECEMBER 24 – 25

Winter Holiday – University Closed

DECEMBER 28

Winter Holiday – University Closed

DECEMBER 31

Winter Holiday – University Closed

JANUARY 1

New Year's Day – University Closed

JANUARY 11

First Day of Classes – Start of spring 2027 semester

Supervisor Resources

- [Pay Cycle Schedule](#)
- [WVU Career Center](#)
- [Student Employment Supervisor Resources](#)
 - [WVU Supervisor Assessment](#)
 - [Student Employee Evaluation Form](#)
- [Student Employment Program](#)
 - [Student Employment Career Resources](#)
- [Federal Work-Study](#)
- [FWS Supervisor Resources](#)
 - [Hiring an FWS Student](#)
 - [Managing an FWS Position](#)
 - [FWS Supervisor Forms](#)
- [Student Employee Feature Form](#)