



**Improved Communication from the Student Employment Office Hiring Managers**  
22-23-04

**Whereas:** A core Jesuit value of USF is *Cura Personalis* - care of the whole person, includes the physical, emotional, and financial wellbeing of USF's students; and

**Whereas:** University of San Francisco students actively seek employment opportunities within the university; and

**Whereas:** With Covid-19 and inflation, students need employment to fund essential living expenses and the ability to pursue their undergraduate degree; and

**Whereas:** Students need to receive necessary professional experience for future long-term employment; and

**Whereas:** “*Campus schools and departments are the largest employment resource for student employees. Hiring supervisors are responsible for many steps in the student employment experience*”; and

**Whereas:** As indicated on the Office of Student Employment website outlining the responsibilities of supervisors overseeing student employment:

*“Once a candidate (or candidates) are selected for employment, hiring managers should decline all other candidates, sending them a thank you note for their time and alerting them that the position has been filled<sup>1</sup>”*; and

**Whereas:** USFWorks (Workday) is the main job listing resource site where communication between employers and job candidates occur; and

**Whereas:** Oftentimes, students complain about the lack of communication from the student employment office:

*“When I just transferred to USF I immediately started to look for jobs here on campus and I have been ghosted so many times. They never get back to me with the email or a reason why I didn't get a job. Also, one time I got a reference from a guy (my professor) and got the rejection letter as soon as I applied, so I just knew that they didn't even look at my job application. USFWorks also posts a lot of jobs that are unavailable, and I'm confused why they even post them. Also my friend I think she had the same issue, she told me how she applied to 10 jobs here at USF and never got a response back, or even a rejection letter”*

- Undergraduate Student

<sup>1</sup>From: <https://myusf.usfca.edu/student-employment/supervisors>

<sup>2</sup>From: <https://myusf.usfca.edu/human-resources/workday/usfworks-powered-workday-resources>



*“I applied for jobs on campus and never got a response. I think they just find the right candidate and ghost everyone else. Because it can be like 30 days since the day you applied for a job and you are not hearing back from them, wondering if they are still looking at the application or not.”*

- Sheillah, Biology Major Undergraduate Student at USF

**Resolved by the Associated Students of the University of San Francisco Senate, representing all the undergraduate students of the University, the following be enacted:**

**Resolved:** The Student Employment Office strengthens the training and resources provided to hiring managers to ensure improved communication with students applying for jobs; furthermore, be it

**Resolved:** The Student Employment Office creates an automated reminder every two weeks in USF Works to all hiring managers who have open positions that they need to communicate the status of the search to applicants; furthermore, be it

**Resolved:** The hiring managers will outline recruiting timelines for each job and will then review their active job postings every two weeks to notify the candidates they won't hire; should recruiting for a position occur year round, the hiring manager will specify this in the job description and ensure candidates are contacted regarding their application on a rolling two-week basis.

**Submitted by:**

Dariga Smagulova, International Student Representative

**Supported by:**

Lauren Pixler, *Assistant Director of Financial Aid, Student Employment Office*

Lester Deanes, *Assistant Vice President, Student Engagement*

**Signed by:**

Ethan Lee-Bellows,  
ASUSF President

<sup>1</sup>From: <https://myusf.usfca.edu/student-employment/supervisors>

<sup>2</sup>From: <https://myusf.usfca.edu/human-resources/workday/usfworks-powered-workday-resources>