

Promotions vs. Rate Increases

It is important for hiring managers to understand the different ways that student employees can be recognized for excellent performance through compensation. This document outlines the differences between “promotions” and “rate increases”, in addition to providing helpful tips to make each process run smoothly.

Promotions

A “promotion” means that the student employee is moving into a **higher-level position** in the same job title with a **new position description**, for example, moving from a Student Administrative Assistant I to Student Administrative Assistant II. The new position will allow the student to take on additional duties and a higher level of responsibility and independence. Please keep in mind that an offer of a new position is not official until an offer letter is sent by Student Employment, and all postings and hiring proposals are still subject to Student Employment’s standard review process.

Promotions work just like a new hiring process, as they are exactly that. Here are some helpful things to keep in mind that will help create an efficient process:

- You will need to create a posting that includes the new position description - remember, you can choose for this to be internal so no one can see it unless you share the link directly with an individual.
- If the student had previously applied to one of your postings, you can follow instructions in the [Hiring Manager User’s Guide](#) to move their application over to the new posting, preventing them from needing to create a new application.
- Once the student’s application is associated with the posting, submit the Hiring Proposal, and it will be processed like normal by Student Employment.

Rate Increases

A “rate increase” refers to a change in wage **within the appropriate wage range for the [student’s current position](#)**. The responsibilities and tasks of a student employee do not change, and the position title stays the same. This can be thought of as similar to a performance-based merit increase.

Hiring Managers can find the Rate Increase Form in Employee Records. For assistance with submitting this, consult the [Hiring Manager User’s Guide](#). Here are some tips to prepare:

- A performance evaluation is required to be attached to all rate increases. This serves two purposes: first, to ensure that the purpose behind the rate increase is to reward strong performance, and second, to ensure that students are receiving feedback on their performance so they can keep utilizing their strengths and addressing any areas for improvement.
- The effective date of the rate increase must be the first date of a biweekly pay period. Keep this in mind when communicating with your employee about their pay increase.