

Quick Tips for Supervisors

Tip	<i>What it looks like in action:</i>
Treat your student worker like you would any employee	<i>Introductions to members of the team, get to know them and their interests, invite to team meetings if possible. While we discourage gift giving, we encourage company swag that may be given to other employees.</i>
Provide adequate training early on so they can be a productive asset to your team	<i>Just like any employee, training provides the foundation for a mutually beneficial relationship</i>
Prepare and provide enough work for the student's full workday	<i>Predictability is important for students. Provide a schedule or list of tasks/checklists for the day, clear objectives and expectations</i>
Provide context and teach how to prioritize	<i>Explain the <u>why</u>? How does their task fit into a bigger project, workflow, office priorities, company objectives?</i>
Expose students to other parts of your organization	<i>Our students are new to the workplace, opportunities for learning at your organizations are endless. Continue to teach them about what your company does. Introduce them to different departments by "sharing" them with a colleague. Opportunities like this broaden our students minds and the possibilities for their future.</i>
Establish communication channels	<i>Teach about when/how to use email, chat, video, audio, screen sharing, etc. Teach when/how to find you if they have a question.</i>