Top 10 Tips for Supervisors of Student Employees

10. Evaluate your interview process
*9. Make expectations clear
   * Have students sign a Statement of Understanding
*10. Evaluate your interview process
8. Train your student employees
   * Upon hire and as needed
   * Required online HR trainings
   * Send them to Student Employment Office trainings

9. Make expectations clear

10. Evaluate your interview process
7. Build a good working relationship with your students
   * Maintain rapport   AND   Establish Authority
   * Stay tuned in and be approachable
8. Train your student employees
9. Make expectations clear
10. Evaluate your interview process
6. Identify challenges and solutions
   * Example: scheduling/requesting time off
   * Have your students assist with solutions

7. Build a good working relationship with your students

8. Train your student employees

9. Make expectations clear

10. Evaluate your interview process
5. Address disciplinary issues head on
   * Document issues
   * Discuss issues with students
6. Identify challenges and solutions
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* 4. Evaluate your student employees
   * Performance Reviews annually
   * Can improve their performance and documents raises/promotions
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3. Recognize your student employees’ contributions
   * Thank you’s, choice of projects
   * Celebrate National Student Employment Week in your office
   * Student Employee of the Year nominations NOW being accepted

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2. Create a plan for your students’ Professional Development
   * Identify projects that will grow their knowledge, skills, and responsibilities
   * Set up learning contracts
   * Schedule one-on-one meetings (AggiesRISE)

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