

*Top 10 Tips for Supervisors of Student Employees

*10. Evaluate your interview process

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*9. Make expectations clear

* Have students sign a Statement of Understanding

*10. Evaluate your interview process

*Top 10 Tips for Supervisors of Student Employees

- *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

*Top 10 Tips for Supervisors of Student Employees

- *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
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*6. Identify challenges and solutions

* Example: scheduling/requesting time off

* Have your students assist with solutions

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*Top 10 Tips for Supervisors of Student Employees

- * 5. Address disciplinary issues head on
 - * Document issues
 - * Discuss issues with students
- * 6. Identify challenges and solutions
- * 7. Build a good working relationship with your students
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- * 4. Evaluate your student employees
 - * Performance Reviews annually
 - * Can improve their performance and documents raises/promotions
- * 5. Address disciplinary issues head on
- * 6. Identify challenges and solutions
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*Top 10 Tips for Supervisors of Student Employees

- * 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
- * 4. Evaluate your student employees
- * 5. Address disciplinary issues head on
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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)
- * 3. Recognize your student employees' contributions
- * 4. Evaluate your student employees
- * 5. Address disciplinary issues head on
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- * 1. Realize that what YOU do impacts the lives and future careers of many Aggies!
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