

10 Strategies for Supervisors to help their Student Employees Succeed

1. **Be an example:** Model strong work habits through efficient, dedicated work practices. Let your own approach to daily work be an example to which students can learn.
2. **Be flexible:** Understand that student employees are students first, and employees second. Though it is important to have high standards on the job, it is also important to be flexible in order to accommodate academic obligations.
3. **Communicate Expectations:** Communicate the job standards, requirements, and expectations to your student employees. One should not assume these are self-evident to the student, even though they may seem obvious to you.
4. **Give Feedback Frequently:** Provide consistent and appropriate feedback to your student employees. Students, like all employees, benefit from feedback in job performance, providing it is communicated with a positive spirit and the goal of helping the student to succeed.
5. **Be Fair:** Supervisors who are too lenient or view students as children are not doing students any favors. Student jobs are “real jobs”. Treat student employees as you would like to be treated in a similar situation.
6. **Train, Train, Train:** Take the time to train your students in important work skills, attitudes, and habits such as time management, phone skills, quality service practices, handling difficult situations.
7. **Be a Team Player:** As the team leader, develop and nurture the unique contributions of each team member. Take a global perspective.
8. **Give Recognition:** When you see a student “going the extra mile”, acknowledge this in front of other staff and peers. People need to feel appreciated.
9. **Share the Vision:** Have regular staff meetings with your student employees, and inform them how their work fits into a larger purpose of the department and the institution.
10. **Be an Educator:** To the degree that we each contribute to the lives of others, we are all educators. Do your part in helping the university to produce graduates that are quality employees.