



Office of Student Employment

Student Employment Supervisor Checklist

This checklist is to serve as a guide in the mentoring of student employees. This is not an exhaustive list. Please remember to provide clear and consistent messages. The Office of Student Employment is here to help provide assistance, please let us know if you have any questions.

Upon Hire/at Appraisal

Planning:

- Establish goals and objectives at the start of the job and throughout the employment period.
- Provide a clear picture of the student’s role in the organization, department, and with goals of the department.
- Break down the department goals to objectives and tasks that the student will need to complete or participate in.
- Provide the student an opportunity to get involved in the goal/objective development decision process.

Expectations:

- Provide clear expectations for the execution and completion of goals and objectives.
- Provide reasonable time frames for completion.
- Provide access to resources and tools the student can use to complete their job most effectively and efficiently.
- Be organized and prepared in explanation.
- Explain workplace boundaries, etiquette, expectations.

Throughout Employment

Coaching:

- Provide continual feedback on the work that the student is completing.
 - Have regular meetings to check on project progress.
 - Ask for ideas and additional ways of completing tasks.
 - Steer employee in the right direction, explain if adjustments need to occur and why.
 - Make sure face to face interactions occur regularly to provide a sense of availability and accessibility.
- Get to know your student employee.
When corrections in behavior need to occur, assess the avenue best to handle.

Career Development:

- Discuss student motivators.
- Actively participate in student’s career discussions
- Discuss areas needing more improvement or more experience.
- Discuss ways of connecting areas to develop with apartment goals/objectives/needs.
- Encourage student to utilize Career Center services.
- Provide a resource for student to discuss career advice.

Discipline:

- Provide feedback at the time of action.
- Discuss reasons for change in behavior.
- Provide clear expectations of change in behavior.
- Provide disciplinary actions that may be taken if poor behavior continues or happens again.
- Be fair and consistent in intent and action.
- Refer to department or college policy/procedure where violation occurred.
- Discuss issue(s) with the Office of Student Employment.

Office of Student Employment
(315)-792- 3353