

Student Employment

Scoop

Best Practices for a Fresh Start

Job Descriptions:

Be sure to have well written, detailed and clear job descriptions. That way all parties understand the expectations from the beginning. Go over the job description with your employees on their first day of work, and use as a reference to evaluate performance.

Student Employee Handbook:

In addition to having a well written job description, having a Handbook is essential to ensure you start the semester off on the right foot. If your department does not have a student handbook and the thought of creating one from scratch terrifies you, don't panic. We've posted a sample handbook to use as a guide. The sample can be found in the forms section of <http://studentjobs.uconn.edu/>. Feel free to tailor it to meet your specific department needs. If you still are not convinced, at least consider establishing an Attendance Policy so students know what to do when they will be late or unable to report for their shift, as well as the consequences of not adhering to the policy.

Contact Us:

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Important Work-Study Tip:

When entering a work-study hire in Core-CT, the aid year is 2018 for the 2017-18 academic year.

Think about how you are communicating with your employees:

Our students are used to immediate and constant feedback. Is this realistic when you have multiple employees? Probably not, but that doesn't mean you shouldn't provide feedback. Consider sitting down with your employee every quarter to talk about how things are going and what additional trainings may be needed. Ask if they have thoughts on process improvements. This will provide an engaging work experience for both parties.

Progressive Disciplinary Action:

The purpose of Progressive Discipline should be to correct behavior, not use as a punishment. Communicating with your students and not allowing bad habits to form is key to establishing a positive student-supervisor relationship. When things don't go as planned, immediately counsel the employee on the inappropriate behavior or action, and make sure they have clear objectives (e.g. explain what the employee did, and what they should have done.) Be sure to document all interactions.