



## Setting Expectations

Supervisors should set clear expectations and goals for their student employees. By setting clear and reasonable expectations, you can contribute to creating a positive work environment and helping your student employees succeed in their roles. This document outlines some brief tips on how to set expectations for your student employees.

### Preparing Your Expectations

- When preparing to hire a student, brainstorm about what your expectations will be for that role. Try writing down a list of expectations for your own reference.
- There are two main types of expectations that you should consider. These are performance expectations and behavioral expectations:
  - **Performance:** What will the student be expected to do on a daily basis? What duties are most crucial to success in this position?
  - **Behavior:** What will you be expecting in terms of professional conduct? What does that look like in your office or team environment?
- Student employees generally have a great aptitude and passion for learning. Carefully consider what you would need the student to already know, what could be easily taught through on-the-job training and support, and how you will prepare the student to succeed in their position.

### During the Application Process

- Make your expectations clear when you advertise the position. Helping students understand the expectations of the role they are applying for will help both you and the students make informed decisions about whether they could be a good fit for the role.
- Bring up these expectations again during the interview. Reiterating this information throughout the recruitment process will help keep miscommunication to a minimum.

### During the Student's Employment

- On the student's first day of work, discuss your expectations as part of training. Explain the support and resources available for the student to meet these expectation.
- Keep a written record of expectations in case any confusion arises. Provide a copy to your student employee and post it in the office for a quick and transparent reference.
- Hold periodic performance reviews with your student employee to help repeat your expectations throughout the time the student is hired. Take the opportunity to point out their strengths and opportunities to further develop their professional skills.

Remember, even if the expectations of a particular job seem obvious to you, they may not be obvious to your student employee. As their supervisor, it is your responsibility to guide your student employees and give them the support necessary to meet the expectations that you communicate to them. Clear communication about expectations will help set up yourself and your student employee to have a positive experience working together.

### More Resources

[Strengthscope: Setting Clear Expectations: Leadership Essentials](#)

[Business News Daily: Employee Success Depends on Clear Expectations from Leaders](#)

[Power Resources Center: Top 10 Ways to Set Clear Expectations](#)