



Supervising Best Practices

Individuals who supervise student employees should be aware of basic best practices in supervising. Good supervision will help student employees succeed in their roles. This document outlines some brief tips on how to be a successful supervisor for your student employees.

Training

- Make a plan for training at the beginning of a student's employment.
- Review training periodically or when the student will be taking on a new task.
- Be available for student employees to ask questions about their tasks even after their first few weeks.

Communication

- Make time to speak and listen to your student employee.
- Provide the student employee with your preferred method(s) of contact, and encourage them to get in touch with you if they need anything.

Set Expectations

- Set clear expectations for behavior, conduct, work ethic, etc. at the beginning of a student's employment.
- Give students a written version of your expectations so they can reference them.
- Address any issues soon after they arise - don't wait too long to say something.
- Clearly communicate any changes to expectations throughout a student's employment.

Evaluation and Feedback

- State clear evaluation criteria at the beginning of a student's employment, and use these as the basis for any future evaluations.
- Observe performance regularly and provide in-person as well as written feedback.
- Give the student actionable and specific suggestions for improvement and growth.
- Recognize and praise good work regularly and meaningfully.

More Resources

[GW HR Management Development](#)

[Higher Ed Live: Four Tips for Managing Student Workers](#)

[College Planning and Management: Making the Most of Student Employees](#)

[Harvard Business Review: Managing and Motivating Employees in their Twenties](#)

[The Student Affairs Collective: Supervising Student Employees as a Young Professional](#)