Working remotely comes with its own set of challenges. We’ve compiled a list of tips to help employers ensure they’re creating an open and welcoming workplace for their student employees, even if everything is virtual.

### #1 BE AVAILABLE
It’s important that your student knows you are there if they need you. Ensuring this can include things such as regularly scheduled meetings and finding a way for them to connect with you quickly if they have a question.

### #2 GIVE FEEDBACK
One way to ensure you’re staying engaged with your student and their work is to provide feedback on a regular basis. This also helps the student grow and improve in their position and allows them to feel like an important part of the team, even if they cannot physically be with the team.

### #3 BE ORGANIZED
Everything the student needs to succeed at their position should be readily available to them. This includes any materials necessary to complete their duties, as well as any instructions you have for their tasks. If you have very specific daily expectations, it may be a good idea to lay them out clearly for a student in a document they can reference.

### #4 BE FLEXIBLE + UNDERSTANDING
Students are working from different time zones while still taking courses based on Eastern Standard Time. If your student is able to complete work independently, you may be able to have some flexibility with them when it comes to when they complete that work. Also, keep in mind that students may have many personal and educational situations that may impact their work and cause distractions. Set clear but reasonable expectations for your students and understand that they may need additional understanding and support.