

Supervisor Daily Checklist

If you are having any issues with your student-worker please contact your Program Coordinator as soon as possible to discuss a support plan. CWSP would also like to hear success stories and what BPs are doing to promote growth in student-workers.

1. What is my proximity to my student-worker?

- Ensuring that your student-worker is within sight or quickly accessible is a helpful way to ensure that work is being completed in a time manner.
- Proximity also helps recreate a stronger work relationship between supervisor and student-worker, which will help them become more comfortable in their new setting.

2. How accessible am I to my student-worker?

- It is important to create clear check-in points with your student-worker, in which they are responsible for coming to you.
 - Schedule check-ins through out the day not just at the begin and end of the day, **i.e. before and after lunch.**
- Make sure to let your student-worker know what is the best way to approach you with questions or challenges.
- Schedule quick overall check-ins throughout the year to make sure student-workers understand the tasks they are completing.

3. How do I set the correct expectations?

- Be clear of what you expect from your student-worker from the beginning
- Are you breaking up repetitive tasks?
 - If a student-worker is working on a large data management project or filling for most of the day make sure to give them breaks by having them do tasks like mail delivery, shredding, and supply replenishment.
- Are you giving student-worker achievable tasks?
 - It is important to break down larger tasks into small portions with a check-in in between those portions.
- Make sure to continue to build their skills and responsibilities.
 - High expectations typically improve student-worker's performance and attitude.

4. Good Habits v. Bad Habits

- **Good Habits:**
 - **Ensuring that student-workers are taking notes when given directions or any information.**
 - Scheduling daily check-ins with student-workers.

- When possible have student-workers complete online timecards before leaving the office.
- Giving student-workers a variety of work when possible.
- Providing feedback to student-workers and having them fix their own mistakes.
- **Bad Habits:**
 - Allowing student-workers to use electronics (cell phones, ipods, etc...) during the work day.
 - Not having student-workers report to supervisors at least twice a day or more.
 - Not providing continued feedback to student-workers.
 - Not discussing student-workers mistakes.

5. Does my Student-worker understand what our company and department does?

- Understanding the importance of their tasks is key to a student-worker's performance.
- Discuss these two points with student-workers
 - Who would be doing this task if I weren't here.
 - What would happen if this work were not completed.