

Missouri State™

Tips for Supervising Student Employees

Communicate office goals and job expectations Set clear expectations and appropriate goals. Create a positive and interactive workplace culture.

Provide effective training Provide job duties, behaviors, and performance standards. Refer to our handbook example.

Encourage growth and learning Provide opportunities to build and strengthen skills. You are preparing them for success in your workplace and beyond.

Coach for improvement Give positive, yet honest, feedback on the quality of work.

Instill work values while recognizing student status Students are employees first, then a student second while at work. Maintain flexibility for academic needs.

Be an accessible leader Welcome them to ask questions and inform them of available resources.

Involve the student Ask for their opinions and ideas. They are our target audience.

Show appreciation “A person who feels appreciated will always do more than what is expected”

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