

# 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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