Student Employee Survey
Create a Routine / Work Plan

- Have a feedback/input box
- Keep a log
- Work with students' interests when possible
- Daily tasks/assignments
Performance Appraisals

Benefits
- What should be covered?
- Why should these with student employees?
- Recognition – positive and negative
- Enhance productivity
- Learning experience

Adapted from a webinar, "Managing the Unique Needs of Student Staff and Volunteers."

Jessica P. Clark, University of Buffalo
Motivating Student Employees

- Motivation influences productivity
- Supervisors need to understand what motivates student employees
- Incentives can be used in motivating
- Not necessarily pay
- Etc.

Adapted from a webinar, "Managing the Unique Needs of Student Staff and Volunteers."

Jessica P. Clark, University of Buffalo
You are a mentor for your student employees

- Satisfied and motivated
- Develop and maintain an environment to allow employees to be
- Be a coach, helper, listener, and problem solver
- Regularly let staff know how they are doing procedures
- Them to their job as well as to the school’s policies and
- Take time to introduce new employees to everyone and orient
- Make sure your staff fully understands your expectations
- Treat everyone as you would like to be treated

Tips for Supervisors
Tips for Supervisors cndtd.

Remember that student employees are:

1. Students
2. Employees
3. Be accessible
4. Get to know your student employees individually
5. Establish clear goals
6. Delegate
7. Set positive examples
8. Allow for feedback and input
9. Show appreciation

Adapted from a webinar: "Managing the Unique Needs of Student Staff and Volunteers." Jessica P. Clark, University of Buffalo