

Student Worker Supervisor Quick Guide

Hire for Success:

- Create accurate and detailed position posting.
- Post position on *Handshake*: <https://mankato.mnsu.edu/university-life/career-development-center/faculty-and-staff/using-handshake-for-work-study--student-help-hiring/>
- Direct any questions regarding *Handshake* to the Career Development Center 507-389-6061 or cdc@mnsu.edu.
- When conducting interviews with candidate(s), do so in the same manner (in person, over the phone, etc.) and using the same legally compliant, job-related interview questions for all. Conducting interviews in this manner will ensure a fair and equitable hiring process.
- Select finalist candidate for student worker position based on knowledge, skills and abilities related to the position, and extend an offer.
- Once the student has accepted the job offer, establish a start date, and work schedule.

Preparing for your student worker to start:

- Communicate to the department that a student worker will be starting within the office.
- Develop training plan including information such as who will conduct the training, when will the training be completed, and what will the training topics consist of.
- Establish expectations to communicate to the student upon starting.
- Create a file for the student worker to include items such as interview notes, expectations document, supervisory notes, etc.

Setting the student worker up for success:

- Meet with student worker on first scheduled workday to discuss work expectations, work rules, training plan, etc.
- Review confidentiality requirements of position, if applicable, with student worker and have them sign confidentiality acknowledgement.
- Show student worker how to record time worked.
- Provide a tour of the office and introduce colleagues in the office.
- Provide detailed training of job responsibilities.
- Provide regular feedback to student worker related to work expectations and performance.
- If student worker is not meeting work expectations after providing consistent feedback, contact Human Resources at 507-389-2015 or hr@mnsu.edu.