



STUDENT EMPLOYEE SUPERVISOR'S NEWSLETTER

January/February 2010 Edition



GREETINGS!!

Welcome Student Employment Supervisors to the first edition of the Student Employee Supervisor's Newsletter. Many of you have probably received a few emails from myself regarding student employee evaluations and termination forms, but know little about who I am.

I'm Laura Kockler and I started at the end of November as a Job Resource Specialist in the Job Resource Center. Besides overseeing the Student Employment program, I also assist the students with their job search process, as well as, conducting the Non-Traditional Careers aspect of the Job Resource Center.

Having been a student employee myself while attending Eastern Illinois University, I can truly say that I learned a lot about myself and developed skills I would not have otherwise. Developing those skills go hand in hand with having a supportive supervisor. Your role in our Student Employees success is imperative. One my goals for student employment is to make the entire process from hire to termination as smooth as possible for everyone! If I can do anything to help you in the student employment process, please don't hesitate to contact me at **EXT. 5431** or kocklerl@morainevalley.edu. Here's to another semester of successful student employees!

Useful Information:

All Student Employment paperwork can be easily accessible from the [Job Resource Center Website, Student Employment Section](#). There you can find a resourceful Supervisor Handbook and forms:

- Request for Student Employee/ Work Study
- Hiring Recommendation
- Newly Hired Student Employee Information
- Notification of Returning Student Employee
- Termination of Student Employee

Look Forward to:

- Student Employment Supervisor Survey
- College Central Network

The Job Resource Center will be unveiling a new and improved method for students to apply for Student Employment. This online system will allow students to track their applications, as well as allow supervisors the ability to receive applications without delay. In the future there will be more features revealed that will benefit both the supervisors and student employees.

5 Keys to Having A Successful Student Employment Experience:

- 1. Have regular private meetings with your student employees.** This will be an allotted time that both people can communicate ideas, issues, concerns regarding departmental duties.
- 2. Provide a training session for all new employees.** Just as we were provided training, student employees need training to learn and understand the duties that they will be performing.
- 3. Ensure the Student Employee knows the roles, rules and goals within the department.** Knowing who the contact people are and the rules and procedures will make for a smoother transition from student to student employee.
- 4. Introduce your student employees to other co-workers.** Introducing them to all persons within in your department or individuals outside your department with whom you have high contact with, will make the student feel more professional and allow them to ask other individuals for help if needed.
- 5. Finally, do not be afraid to have high expectations for your student employee.** Treat them as you would any other professional. This is a learning opportunity for our student employees to begin to develop their work-



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Orientation Dates , Times and Locations:

Have your new student employee sign up in the Job Resource Center, S 202 or call 974-5737.

2/17/10	11-12	D 116
3/4/10	10-11	D 116
3/12/10	12-1	D 236
4/6/10	12-1	D 116
	4-5	D 116
5/4/10	4-5	D 116
5/19/10	12-1	D 116
6/8/10	12-1	TBD
7/7/10	11-12	TBD

Check [website](#) for more details

Events in the JRC:

Mock Interview Day

February 24, 2010

2-5pm

Pre-registration, business attire and 2 resumes required!

Please call (708) 974-5737 to register for your 30 minute appointment.

Job & Internship Fair

March 25, 2010

2-5pm

Resumes and professional dress required!

Moraine rooms 1, 2 & 3

5 Interview Questions You Could Ask A Potential Student Employee:

1. Why do you want to work within this department?
2. What courses have you liked best? Least? Why?
3. Why should we hire you?
4. What is a weakness you have?
5. Describe your ideal supervisor.

National Student Employment Week

This year, National Student Employment Week is *April 12-16*. The Job Resource Center will be celebrating student employees on Friday April 16th from 12-1:30. It will be located on the second floor of the S building, directly outside the JRC and the Discover Lab. Please notify your student employees to bring their student employee name badge. Refreshments will be served. Recognize *your* student employees throughout this week to celebrate their accomplishments and contributions they make within your department. Show your appreciation by:

- ◆ Thank You card
- ◆ \$5 gift card to Café Moraine
- ◆ Cake and punch social
- ◆ Care Package
- ◆ \$5 gift card to the Bookstore

Supervisor Spotlight

Have you been a student employment supervisor for several years? Just began your supervisory role? Encountered a unique or funny situation? Want to share your supervisory expertise with others? Contact me at kocklerl@morainevalley.edu or ext. 5431 for more information to be featured in the Supervisor Spotlight!