

Student Employment Supervisor Survey Results-2011

1. How long have you been a student employment supervisor?

	<u>Response Percent</u>	<u>Response Count</u>
a. 0-1 years	21.2%	7
b. 1-2 years	6.10%	2
c. 2-3 years	27.30%	9
d. 4 or more years	45.50%	15

2. What are some characteristics that are most important to you when hiring a student employee?

	<u>Response Percent</u>	<u>Response Count</u>
a. Communication Skills	81.80%	27
b. Computer Skills	54.50%	18
c. Problem Solving	60.60%	20
d. Interpersonal Skills	66.70%	22
e. Work Experience	18.20%	6

Write-Ins

- Courtesy, good manners, timeliness
- Reliable work ethic
- Work Independently
- Willingness to help
- Integrity, being on time, maturity (professionalism)
- Good GPA
- Teamwork
- Proofreading skills
- Willingness to work and help others, all other skills we can work on together
- Punctuality- call if can't be at work. Willing to learn. Also, confidentiality is important.
- Trustworthy
- Ability to exercise independent thought
- Promptness, following directions and asking questions
- Trustworthy and great listening skills

3. What are some professional development needs for student employees that could increase their employability skills?

	<u>Response Percent</u>	<u>Response Count</u>
a. Preparation during initial interview	40.60%	13
b. Professionalism	65.60%	21
c. Following Directions	56.30%	18

Write-Ins

- Attention to detail
- I have excellent student employees. ALL students could improve their interviewing skills and their resume writing skills.

- Proper attire
- Computer applications
- Inform students that this is a real job and can be used as a reference in the future.
- No problems here so far.
- Logic skills, communication skills

4. On a scale of 1-5, 1 being not easy at all and 5 being very easy, how would you rate the ease of the hiring process from start to finish?

	<u>Response Percent</u>	<u>Response Count</u>
a. 1	3.00%	1
b. 2	9.10%	3
c. 3	27.30%	9
d. 4	33.30%	11
e. 5	27.30%	9

5. What do you like about the Newsletter for Student Employment Supervisors?

- Informative...keeps me from having to call JRC with trivial questions...you anticipate our questions before we ask.
- Haven't seen it yet.
- Helps to keep me informed with the due dates
- Sharing and photos
- Informational
- I don't read them to tell you the truth
- Great as a reference for proper procedures to follow and a way to highlight the contributions student employees make to our various departments.
- Current info
- The reminders about upcoming workshops and events, such as the Job & Internship Fairs
- Informative
- I find it interesting and helpful.
- Interesting information
- Informative with dates that are helpful to remind us
- Very informative. Great job!
- It is good to have a connection to the bigger picture.
- Deadline reminders
- I love the information in the newsletter for student employment supervisors. It provides up to date, valuable information supervisors need. I also look forward to the pictures, articles and event information.
- I like that is coming out regularly and keeping us informed on what to expect. Nice to have reminders such as to have evaluations in. The section on Orientation dates for summer is nice too.
- I don't use students often, but the newsletter is a good background document.
- I like the reminders of the deadlines and the process for work-study.

6. What information would you like covered in the newsletter that has not yet been covered?

- Once a semester it might be “fun” to see a column on “trivia” i.e. how many student workers there are; the age of the oldest and youngest... what’s the longest amount of time a student has been on work-study? Funny, fun, factual stuff to make me chuckle.
- Hasn’t read it yet.
- Just keep the conversations going...we all need to stay relevant with the ever changing students
- Advice on conducting interviews
- Process for hiring
- Good
- Professional dress
- None that I can think of
- So far, everything I need has been covered

7. If attended, what did you like best about the Student Employment Celebration Luncheon?

- Couldn’t attend, but I thought giving a show of appreciation to the student employees promotes their ability to strive harder within their work environment, appreciation increases productivity and gives them a sense of confidence in knowing that they are appreciated.
- The sharing and learning about other student employees.
- The students (and the food)
- Was not available to attend. I thought it was a very nice idea to recognize the student employees, however. It was also a nice opportunity to recognize the student employee of the year.
- I didn’t attend, but the student employees were very impressed.
- Unable to attend.
- It was a great opportunity to celebrate the success of our student employees, made them feel special through recognition of their hard work.
- Heartwarming to hear the students and staff speak. Wondered if anyone told supervisors they would have an opportunity to speak regarding their student so it wasn’t a surprise. Wonderful, enjoyed the celebration. Great idea.
- Meeting the aides from different areas.
- The recognition of students.
- Honoring the student employees.
- Overall it was a very good event. The food was awesome.
- N/A

8. How could the Job Resource Center improve our services as it relates to student employment?

- Several mini pre-hire employment counseling sessions on do's and don'ts in the workplace.
- Job resource center has done a good job of informing supervisors of the policies pertaining to student employees.
- All of the employees are so helpful
- Everything is good. Maybe provide lanyards for student ID holders ?

- Perhaps provide more guidance with regard to interview skills, written communication skills, and behavior during the job search process.
- Offer basic skills training for first time workers during orientation - such as the proper way to answer the telephone, the proper way to write a phone message, informing them that if you are at a front desk position that it is improper to be on a social network or a video game site.
- Good
- Just keeping all employment opportunities up to date on the website. Encourage all student employee supervisors to remove their postings when a position has been filled so students do not apply for those positions that have been filled.
- A bit more clarity between who the work study students are and the budget students.
- When you have to terminate a student: Ex: Student worked spring 2011, coming back fall 2011, and we have to terminate and start all over in the fall hiring the same person that previously worked for us.
- Have a "prescreening" tool to weed out applications from students that don't have the necessary skills for a particular area.
- Try and match up students areas of study with areas of employment. For example, mechanical students apply for Mechanical Technology job, Computer students for computer jobs, etc...
- The applications that are sent via email are not very helpful. If they had some open ended generic questions they might be more useful. Ex: Why do you think you would be a good candidate for this position?
- Maybe create a list of students (names only), their area of study and dates/days available. Send the list to all current & previous supervisors and just indicate you are bragging, supporting and advertising these talented students.
- Offer professional development workshops for them if they are lacking a certain skill in the work environment.
- It's fine as it is

9. Please provide any additional questions or comments below.

- Thanks for all the support
- Overall I feel that student employment is a valued asset to my department. Thanks guys!
- The newsletter looks great but it could look even better if you would consider Justifying the type left and right rather than a left justification and ragged right.
- Ask student employee supervisors to respond to all applicants. Students apply for positions and never hear anything.
- Students should be offered short workshops on various subjects throughout the semester such as office professionalism, communicating with difficult people, etc.
- Overall Laura Kockler does a great job. Always helpful when speaking with her. Enjoy the newsletter.
- The Job Resource Center has come a long way in the last couple of years in the efficiency dept
- Everyone was very helpful during my first hiring experience. I was green to the whole process. The 4 students I had were energetic and delightful to work with.