



# STUDENT EMPLOYEE SUPERVISOR'S NEWSLETTER

February/March 2011 Issue VII

## Student Employment Week/ Student Employee of the Year Award

Nominations are currently being accepted for *Student Employee of the Year*. Nominate your student employee who has made positive contributions to your department. [Nominations forms](#) are due to Laura Kockler, [kocklerl@morainevalley.edu](mailto:kocklerl@morainevalley.edu), S202 by Friday February 16th. All nominations will be evaluated and a panel will vote on a campus winner. The winner is awarded \$250, receives a plaque and attends a recognition ceremony.



**Student Employment Week** is April 11-April 15. We encourage you to think of creative and thoughtful gestures to show your student employee(s) appreciation for all that they do. On Friday April 15, 2011 the Job Resource Center will be hosting a Student Employment Week Celebration for all student employees and supervisors to attend. More information to come!

### Termination of Student Employment Form

The [Termination of Student Employment](#) form has been revised. Please take a moment to view the revised version. As a reminder, anytime a student is no longer working within your department, you must submit a Termination form to the Job Resource Center, S202 so that the student's file may be updated.

### Upcoming JRC Events

#### Mock Interview Day

Wednesday February 23, 2011  
2-5pm

**Pre-registration, professional attire and 2 copies of resumes required!**

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

#### Spring 2011 Job & Internship Fair

Thursday March 28, 2011  
2-5 pm, Building M

\*Resumes and Professional Dress required

### MVCC Policies

As all MVCC employees were notified via Lynn Harrington on January 19, 2011 regarding Moraine Valley policies, please make sure that all student employees within your department are abiding those policies.

Policies include: Anti-nepotism, Employee Code of Ethics, Internet-Email Guidelines, Harassment and Sexual Harassment and Drug-Free Workplace.

### Effective Feedback to Students

Providing you student employee with feedback plays a key role in how they develop and enhance their skills and work ethic. It can be challenging and uncomfortable to discuss with a student certain habits or behaviors that are not acceptable in the workplace.

When you first start to see a behavior that is not upholding the responsibilities and expectations set, be sure to address that behavior as soon as you notice it. Provide an explanation as to why it is not acceptable and ask if the student understands. The second time it occurs, write a written contract regarding the issue, go over the policies and have the student sign off on it. If the undesired behavior continues, inform the student that the only option now is to process Termination forms.

We ask that you keep the Job Resource Center informed of any issues that may be occurring with you student employee(s).



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## Student Employment Spring 2011 Orientation Dates

All first time (Budget and Work Study) student employees **MUST** attend a mandatory student employee orientation upon hire. Students may pre-register in the Job Resource Center, S202, by calling (708) 974-5737 or online through [College Central Network's](#) Upcoming Events and Programs

|                           |              |            |
|---------------------------|--------------|------------|
| Wednesday, Feb. 9, 2011   | Noon-1 p.m.  | Room S117A |
| Tuesday, Feb. 15, 2010    | Noon-1 p.m.  | Room S117A |
| Thursday, Feb. 24, 2011   | 4-5 p.m.     | Room S117A |
| Thursday, March 3, 2011   | 11 a.m.-Noon | Room S117A |
| Tuesday, March 8, 2011    | 1-2 p.m.     | Room S117A |
| Friday, March 25, 2011    | 2-3 p.m.     | Room S117A |
| Thursday, March 31, 2011  | 10-11 a.m.   | Room S117A |
| Tuesday, April 5, 2011    | Noon-1 p.m.  | Room S117A |
| Wednesday, April 20, 2011 | Noon-1 p.m.  | Room S117A |
| Friday, April 29, 2011    | Noon-1 p.m.  | Room S117A |
| Wednesday, May 4, 2011    | 4-5 p.m.     | Room S117A |
| Thursday, May 12, 2011    | 11 p.m.-Noon | Room S117A |
| Tuesday, May 17, 2011     | Noon-1 p.m.  | Room S117A |

## Looking Ahead

Please inform the Job Resource Center of any issues or questions that may arise during your tenure as Supervisor. We are currently developing a *Student Employment Supervisor Orientation* to assist and help you succeed in your role of supervisor. Please feel free to contact Laura Kockler at extension 5431 or via email at [kocklerl@morainevalley.edu](mailto:kocklerl@morainevalley.edu) with any suggestions on topics you would like included.

## College Central Network

If you are not hiring at the moment, please inform the Job Resource Center so that your posting may be taken down College Central Network.