STRATEGIES FOR SUPERVISING STUDENTS IN A TELEWORK ENVIRONMENT

TAKE CARE OF YOURSELF
- Take care of yourself and ask yourself how YOU are doing.
- Alleviate anxiety by thinking through your approach carefully, asking your employees for feedback and talking to other supervisors.
- Communicate how and when you want to receive information from your student employees.

CHECK IN WITH YOUR STUDENT STAFF AND CONTINUE TO RE-EVALUATE
- Have your student employees complete a telework agreement with you.
- Discuss if your student employees have the equipment and workspace available to do remote work.
- Acknowledge to yourself and to your student employees that these are challenging times.

WORKING TOGETHER IN A TELEWORK ENVIRONMENT
- Help your student employees establish routine by having one-on-one meetings and team meetings regularly.
- Determine how you will connect and interact with your student employees early on.

COMMUNICATING/MEETING WITH STUDENT EMPLOYEES
- Err on the side of over communicating.
- Figure out when to use email vs phone calls vs Google Meet.
- In meetings take the time to continue building a sense of community and relationships.
- Keep your staff meetings organized. Consider creating a shared agenda for your meetings.

BEING ATTENTIVE TO INDIVIDUALS NEEDS
- Don’t assume you know how each student employee will respond to a telework environment.
- Pay extra attention to new student employees.
- Keep asking your student employees how they’re feeling.

ADDITIONAL RESOURCES
- Telework Agreement: https://www.whitman.edu/documents/Offic es/Human-Resources/Human%20Resources%20Forms/COVID-19-Telework-Agreement.pdf