

Top Ten Ways to Find, Hire, and Keep Great Student Employees

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#10

Create an online application that will provide important information

- Anticipated graduation date
- Major(s) or Graduate department
- Employment record
- Space where applicant provides additional info



#9

Interview twice as many people as you need to hire

- Ask questions that require in-depth answers
- The interview is your prime opportunity to learn more about their work ethic & personality
- Search for the social introvert



#8

Call references!

- Take the time to call references or an applicant's previous employers
- This will help solidify or contradict your instincts
- Ask about reliability, attention to detail, ability to work independently, efficiency, attitude



#7

Training

- Create a student manual that covers work policies & expectations
- Divide up training tasks among staff members
- If hiring a large number of new students, have an all-student & staff meeting



#6

Take advantage of their gifts and talents

- Particularly if they are not working out well on their assigned task
- Promote them to more advanced tasks as soon as they are ready
- Make sure their hourly wage accurately reflects their level of responsibility and performance



#5

Be a good supervisor

- Set clear & reasonable expectations
- Be approachable and flexible
- Be a good role model / practice the kind of work ethic you would like your students to emulate
- Address and resolve conflicts as soon as they arise



#4

Provide opportunities to have fun in the office
w/o impeding productivity

- Harry Potter party
- Waffles @ WILS
- Baby picture contest
- Lunch outings for graduating senior
- Individualized birthday card with chocolate



#3

Recognize and reward excellent performance

- Give oral and written praise often
- Give regular, merit-based raises
- Issue a “Super Student” award each semester



#2

Create ways to keep in touch with students after they graduate

- Create a Facebook page that is solely for students who work & have worked in your area
- Coordinate & host reunions



#1

FOOD!

