



Tips for Managing Remote Student Employees

WORKING REMOTELY CAN BE A BIG CHANGE! BELOW ARE SOME HELPFUL TIPS TO MAKE THIS TRANSITION EASIER

1. Communicate often and clearly. Make sure expectations are set so that both the supervisor and student employee understand the deliverable product. Remote work is less structured, so you have to be extra structured in your expectations.

2. Use 'local' techniques. Even though your student employee is remote, keep some of the local habits such as checking in and saying good morning, asking about their classes, and being available for any questions

3. Schedule **video calls** via WebEx or other platform. Since you are not face to face, some verbal cues maybe lost.

4. Trust that your student employee is completing the tasks given to them. Accountability can come in the form of periodic deliverables daily or weekly. Also, helping your employees develop a daily or weekly to-do list can help assess progress. The focus should be on goals, not activity.

5. Make sure your employee is **set up for success**. Do they have the right access and tools needed to perform the requested task?

6. Create a **digital workspace**. A place to share information that isn't email. Examples include Slack, Trello, Google Docs.

7. Talk with your student employee and **develop a plan** of working remotely that works for them. Do they live alone? Have children? Roommates? Help them develop a strategy for balancing work, school and personal life.

8. Praise accomplishments. Not being face to face can feel like you are under the radar. Keep student employees engaged and enthusiastic about their work.

