Tips for Supervising Students Who Are Working Remotely

Carnegie Mellon University
Career & Professional
Development Center

Students working at Carnegie Mellon University are learning professional development skills. Do not assume students know what is expected of them as they shift to the virtual remote work environment. Consider using and sharing these guidelines in discussions with your student staff as they are also employees of the university and are held to professional standards within the context of learning and development. This is a great opportunity to highlight some of the career competencies they are developing such as adaptability, flexibility, creative problem solving, resilience and other skills that are important in the workplace.

1. Be sure to provide structure for their work and discuss what supervised professional remote work involves.

2. Create a work schedule with an agreed upon days and times of work. Be mindful of time zones for your student staff.

3. Discuss how the student will check-in and check-out with you and be available to you during their scheduled work time.

4. Encourage them to keep a routine. This includes showing up for work dressed appropriately and looking professional (i.e., hair brushed, clothing neat) in the virtual work environment just like they do for their regular work.

5. Outline the tasks and work that the student will do during these times with clear due dates.

6. Agree on how students will document their tasks during the time they are working or send a summary of the work completed during the time they are working.

7. Identify how work will be submitted.

8. Make sure the student knows how to contact you during their work time.

Resources to Check Out:

[CMU HR Guidance on Remote Work](#)
[CMU Student Employment Information](#)