

Training

The Importance of Training

One of the most effective strategies you can use as a supervisor is thoroughly training and orienting your student employees. Doing so builds a foundation of knowledge and opens channels of communication that can contribute significantly to a positive student employment experience. Conducting a thorough orientation and ongoing training for student employees can prevent problems from developing and worsening throughout the experience.

Designing a Departmental Training

Each campus position comes with unique expectations and requirements that cannot be thoroughly addressed in general training. For that reason, it will be useful to conduct a customized departmental training for new and returning student employees. While it is often difficult to find time away from your own work to spend training employees, this experience is crucial to job success. Remember that things which seem obvious and simple to you may seem confusing to a student. You may do these procedures every day, but this is a completely new experience for the person you are training.

A good training program includes general office training, as well as specific training for the job that the student has been hired to do. The training should include discussion of specific duties and responsibilities of the job, as well as any instruction on using office equipment, the computer, and other technical aspects of the job.