# Supervisor Manual

MiraCosta College | Career Center — Find a Bright Future

JAIN Job and Internship Network

Revised October 2023

# Table of Contents

# A Word of Appreciation to You

Your employment of student workers in your department is greatly appreciated. You are providing students with the opportunity to earn money for their educational expenses and to develop effective work habits and essential 21st century skills. You are making a difference in their lives.

# Introduction

The Career Center's role is to assist you with finding the right student for your student worker position. Your role is to serve as the student's supervisor and mentor. Because several procedures and policies affect various aspects of supervising student workers, the Career Center team has prepared this manual to assist you with fulfilling your role. (BP/AP 7270 is the primary policy/procedure pertaining to student workers.)

As you may know, student workers are not hired to replace staff and must have immediate access to their supervisor or a designated MiraCosta staff member for support during their shift. Student workers employed in the Child Development Center,
who are engaged in child interactive duties, must receive "line of sight" supervision at all times. If you must leave for lunch or breaks while supervising a student worker, please ensure that another staff or faculty member is present to supervise the student.

# Training Student Workers

A student worker can be a great asset to your department when your expectations have been made clear during the interview and are reinforced during the first few days and weeks of the student's employment. The tips below may help you design a training program that will facilitate the student's successful performance of their job.

- Teach the student worker about your department and their role within it.
- Create a constructive work environment with meaningful duties to help the
  student develop appropriate work habits and essential 21st century skills.
- Define the student's job responsibilities, set clear goals and expectations, and clearly explain permitted and prohibited behavior within your department.
- Explain and demonstrate tasks; observe the student worker's performance to ensure that they understood your explanation/demonstration.
- Encourage the student to ask questions, reward early accomplishments with positive reinforcement.
- Reinforce desired outcomes; offer constructive feedback.
- Check performance often at first, then less frequently as you note increasing levels of student competence and confidence.
- Stress the importance of developing and projecting professionalism.

- Discuss the importance of cooperating and coordinating with other workers. If the student will be interacting with the public, you might consider providing sample scripts for answering the telephone and greeting visitors.
- Teach students about job and campus safety procedures.
- Inform students that they must abide by the same policies and procedures as all MiraCosta employees.
- Incorporate opportunities for students to develop or strengthen workplace competencies, such as those on the Student Worker Evaluation (see final page).
- Support the student worker's professional development; student workers may attend Career Center workshops during paid work hours.

## Requesting a Student Worker

Prior to requesting a student worker, you are required to discuss the idea with your supervisor or Department Chair and have it approved by your Dean. Once you have received approval, you may request a student worker by accessing MiraCosta's Job and Internship Network (JAIN). If you have yet to request a student worker using JAIN, you will need to *create a new account* as an employer from the Career Center's Faculty/Staff Resources page under "Hire Student Workers" or at this link: www.miracosta.edu/JAINemployers. Once your account has been created, you will be able to post and edit your jobs as needed. If you have questions regarding JAIN, contact the Career Center at 760.757.2121, X6493 or at 760.757.2121, X6180.

## Types of Student Workers

There are several funding sources that may be used to hire student workers; requirements vary by funding source. Please see the unit eligibility criteria on page 11.

### Federal Work Study Students

Federal Work Study (FWS) students have applied for financial aid and have met annual eligibility requirements for the FWS program, which is funded through the U.S. Department of Education. FWS students must continue to meet financial aid requirements and re-establish their eligibility each academic year. Students should follow the step-by-step procedures to apply for FWS.

When you hire a FWS student, the Financial Aid Office will send the student's "Confirmation of Work Assignment," which will provide you with the number of authorized FWS hours. To ensure you have adequate hours for the duration of the semester, divide the award total by hourly rate and then by the number of weeks from date of hire to the end of the semester; the result represents the average number of work hours per week. Note that any hours the FWS-funded student works beyond the authorized number of hours will be charged to your department's district account. **FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.**

Students may begin accessing their FWS funds on August 2. If a student worker has not used all their FWS hours from the fall semester, these hours may be used until the start of the spring semester. The last possible working date for Federal Work Study funding is the last day of the spring semester (or the student's last day of attendance). If student workers were not enrolled in the previous semester, the earliest day they may begin

working in either the fall or spring semester is two weeks prior to the start of that semester. If student workers were enrolled the previous semester, see "Intersession Work Hours" on page 12. (For details, see [AP7270](#).)

If at any time a student worker in your department is no longer eligible to receive FWS funding, you will be notified by the Financial Aid Office. If you continue to employ the student, your department's district account will be charged for the hours worked.

## CalWORKs/TANF Work Study Students

Through CalWORKs work study, students meet their mandatory welfare to work hours. Student eligibility for CalWORKs work study is determined each semester by the CalWORKs Office. The student must make satisfactory progress in enrolled courses to maintain eligibility. The student's work hours are calculated using the number of units in which they are enrolled in addition to their recommended study hours, thus the hours CalWORKs students are allowed to work differ from one student to another.

## VA Work Study Students

Students with previous military service may be funded through the Veteran's Benefits Administration (VA). To receive VA work study, students may only work at MiraCosta as a peer advisor to other veterans or in the Veteran's Office.

## International Students

International students with an F-1 visa may work on campus if they meet all F-1 visa requirements at all times while employed at MiraCosta, including maintaining enrollment in 12 units each fall and spring semester.

International students seeking on-campus employment must request a letter of on- campus eligibility from the Institute for International Perspectives (IIP).

The Social Security Administration requires international students to demonstrate they have secured employment prior to issuing a social security card. To meet this requirement, IIP prepares a letter signed by the student worker's supervisor and the IIP Coordinator. After the student provides the letter to the Social Security Administration, they become eligible to apply for a social security card. As soon as the student applies for a social security card, they may begin the hire process. However, international students may not begin work until their social security card and hire forms have been received and processed by Human Resources (HR).

## District Paid Students

District paid student workers are paid through departmental funding (9811 accounts). The Board of Trustees *does not* have to approve student worker assignments.

# Learning Aligned Employment Program (LAEP)

LAEP, short for Learning Aligned Employment Program, is aimed at providing students with an educationally beneficial internship position that relates to their area of study or career exploration. It is also meant to connect them with full-time employment opportunities after graduation. Funded through a grant from the California Student Aid Commission, LAEP student research positions are paid as part of the student's financial aid. More information about LAEP can be found at this link:  https://www.csac.ca.gov/learning-aligned-employment-program

## How does a student qualify?

Eligible students are from an underrepresented background and meet all the following criteria:
- At least half-time enrollment (six units for spring or fall). For summer, students must be enrolled at least half-time in summer courses required for completion of a degree or certificate or accepted for enrollment on at least a half-time basis for the following normal academic term.

- California resident (https://www.miracosta.edu/student-services/admissions/california-residency-requirements.html )

- Satisfactory academic progress in a program leading to a degree or certificate (https://www.miracosta.edu/student-services/financial-aid/_docs/satisfactory-academic-progress-policy.pdf )

- Demonstrated financial need as demonstrated on FAFSA or CADAA (students can check SURF).

- Eligibility to work in the United States

## How does a student know if they have a LAEP award?

They can log on to SURF and see an estimated award on their Financial Aid award panel Students can complete this form to verify eligibility for LAEP https://docs.google.com/forms/d/e/1FAIpQLScw-kALow_aNx4U57XzF4B9eRjElonMIJZmkbMbXjTpgzHD1w/viewform?usp=sf_link

## Types of positions available for LAEP

**Internal Research Placements** - as a LAEP Student Research Intern, these positions range from $16-22/hour. Placement on the internal payscale is based on completed units. If students have questions about their completed units, encourage them to contact the Financial Aid Office.  Enrollment in an internship or co-op course is required to assure alignment with their career goals.

**External Companies with Agreements with MiraCosta College** – These companies have an agreement to have a portion of your wages paid through your aid (MiraCosta will reimburse the employer based on hours worked.

## How will LAEP affect a student's financial aid?

Hourly wage compensation is funded through LAEP, which is a form of financial aid and is included in the student's total financial aid package. LAEP wages may not exceed their unmet need for the

academic year. As with other types of employment, LAEP earnings are paid like any other job. Students will not be permitted to exceed the set hour limit of 19.5 hours per week for all on campus positions in which they are employed. An important note is that wages must be reported on a student's FAFSA and will apply to the expected family contributions thereby potentially reducing future financial aid awards. Have the student contact the Financial Aid Office if they have questions.

## What do I need to do to hire a LAEP Intern for my department/program?

Prior to posting a position or recruiting LAEP student research interns, a department or program employee should discuss the idea with their Supervisor or Department Chair and have it approved by their Dean. LAEP interns must be involved in a project with a research component. Once the idea is approved, a job description should be created. All approved Learning-Aligned Education Program (LAEP) positions will be posted on JAIN. (www.miracosta.edu/jain) Please use "LAEP" in the title of the position and select the job type "Paid through LAEP funds." Also include this wording:

"Hourly wage compensation is funded through LAEP, which is a form of financial aid and is included in your total financial aid package. An important note is that wages must be reported on your FAFSA and will apply to the expected family contributions thereby potentially reducing future financial aid awards. Please contact the Financial Aid Office if you have questions."

## Funding Source Regulations

Regulations may vary depending upon the funding source or student program (i.e. federal work study, CalWORKs, veteran students, international students). Please contact the Career Center or the appropriate program staff for current details.

## Posting Positions in JAIN

You may request a student worker at any time by accessing MiraCosta's Job and Internship Network (JAIN). If you have yet to request a student worker using JAIN, you will need to *create a new account* as an employer from the Career Center's Faculty/Staff Resources page: https://www.miracosta.edu/student-services/career-center/employer- resources/post-a-job.html (or this shortcut: miracosta.edu/JAINemployers.) Once  your account has been created, you will be able to post and edit your jobs as needed. If you have questions regarding posting your positions on JAIN, contact the Career Center at 760.757.2121, X6493 or at 760.757.2121, X6180.

The *procedures for supervisors to hire new student workers* are summarized as: post your job, interview students, select the best candidate(s), initiate the request on Workday and have student report their job on JAIN. These procedures are detailed on the Career Center's Faculty and Staff Resources/Hire Student Workers page.

# How to Submit a Request in Workday

To submit a student worker assignment request in Workday, select "Staffing Transactions" from your Workday homepage Menu.

If you do not see the application listed in the Menu, this means you already have the maximum number of applications allowable (max 20). To add the Staffing Transactions application, you must remove an existing application from your homepage. Select the Menu from your Workday homepage. Select the Edit button at the bottom of the list of existing applications. Remove an application to reduce the total number of applications to less than 20 then Save. Select the Add Apps button then enter "Staffing Transactions" in the search field to add the application. For costing allocation questions or job aids, please refer to page 6.

# Workday New Hire Onboarding Process

## Initiating the Hire and Onboarding Process

New hires can be initiated in Workday through the Hire Employee business process. Before you begin, ensure you have the required assignment information such as supervisory organization, assignment type (FWS, District, CalWorks), start date, end date, employee name, employee email, employee phone number, and costing allocation information. The Hire business process should only be used for hiring individuals who are not current MiraCosta employees (in any capacity). If you would like to submit a staffing transaction for a current employee, select the Add Job or Start Job Change (extend a job end date) business process. Please refer to the applicable job aid posted in the Workday Staffing Transactions application.

## Extending an End Date

Prior to the start of the upcoming semester, all supervisors must login to Workday to extend the job end dates for their existing student worker if they plan on continuing their work assignment. Employees with existing student worker assignments can have their student worker assignment end date extended in Workday through the Start Job Change business process. This process will be required before the upcoming semester begins if the student worker is continuing their work assignment. Before you begin, ensure you have the required assignment information such as supervisory organization, assignment type (FWS, District, CalWorks), start date, end date, employee name, and costing allocation information. This business process should only be used for extending the end date for individuals that currently hold a student worker assignment in your supervisory organization. If you would like to submit a staffing transaction for a new or terminated employee, please refer to the Hire Employee business process job aid. If the employee is active but does not have a student worker assignment in your supervisory organization, please refer to the Add Job business process job aid posted in the Workday Staffing Transactions application.

## Adding an Additional Assignment

Existing employees can have new assignments added to their Workday record through the Add Job business process. Before you begin, ensure you have the required assignment information such as supervisory organization, assignment type (FWS, District, CalWorks), start date, end date, employee

name, and costing allocation information. This business process should only be used to add a student worker job for current MiraCosta employees. If you would like to submit a staffing transaction for a new or terminated employee, please refer to the Hire Employee business process job aid. If the employee already has a student worker job in your supervisory organization, please refer to the Start Job Change business process job aid posted in the Workday Staffing Transactions application.

## Job Aides

Job aides for all staffing transaction business processes are posted in the Workday Staffing Transactions application:
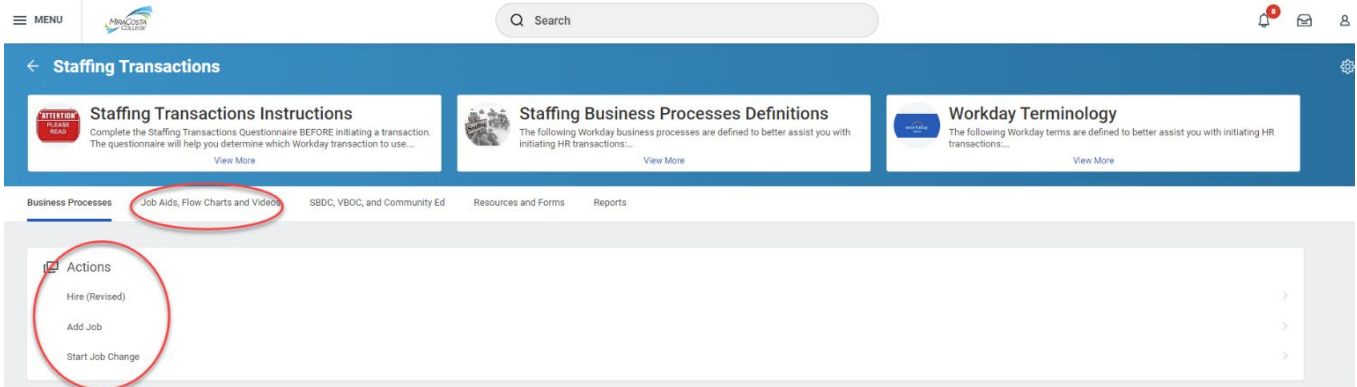


## Costing Allocations: Viewing and Assigning (Changing) for Worker

For questions regarding costing allocations, please contact Lois Templin and/or refer to this handout found on Sharepoint under Workday Training. Must log in with your credentials to view.

# General Onboarding Step Overview

New hires will receive an introductory email to explain what they will be asked to do to complete the onboarding process.

## GENERAL ONBOARDING STEP OVERVIEW

**1** Employee Enters COVID Information.

**2** HR Reviews and Enters COVID information

**3** Employee Completes In Workday:
- Personal Info
- I-9 Employee Info
- Disability Identification
- Veteran Status
- Wet Sig Documents
- TB Certification
- Compliance Statement
- Live Scan (if applicable)

**4** STEPS COMPLETED IN-PERSON WITH HR:
- New hire brings into HR:
  - I-9 Documents
  - "Wet" signature documents
  - Social security card
- HR Reviews:
  - I-9 Documents
  - "Wet" signature documents
  - Social Security Card
  - Fingerprint Clearance (*if applicable*)
  - TB Certification
  - CalPERS/CalSTRS Retirement Information

**5** *AUTOMATED INTEGRATION STEPS*
- SURF Integration
- Account Provisioning
- Notification to Dept

**6** EMPLOYEE COMPLETES IN WORKDAY:
- Direct Deposit
- Acknowledgement Docs
- Docs to Upload
- Informational Docs
- Tax Withholdings

**7** HR Verifies EE Paperwork for Completion

**STEP COLOR KEY:**
- STEP COMPLETED REMOTELY IN WORKDAY
- AUTOMATED/SYSTEM STEP
- STEP COMPLETED IN-PERSON WITH HR

9

# Supervisors - Onboarding Report and Notifications

## How to Track the Progress of your New Hires

A report is available to monitor the status of your new hire.  The report will display new hires by supervisory organization with hire date, the essential steps of onboarding (required for the employee to be cleared to start working), whether they have reached the 'Account Provisioning' (SURF ID creation) step and the progress of each of those steps.

Please keep in mind that a new hire can be cleared to start work but can still have outstanding items to complete for onboarding.

Report: "New Hire Onboarding Tracking by Supervisory Organization"

Access to this report is limited to the supervisory organization the new hire is assigned to. You must hold a Workday manager or administrative assistant security role for the employee's  supervisory organization to view the dashboard results.

*Navigation: Select "MiraCosta Reports" your Workday homepage Menu. The report will be listed under the heading "Core HR":*
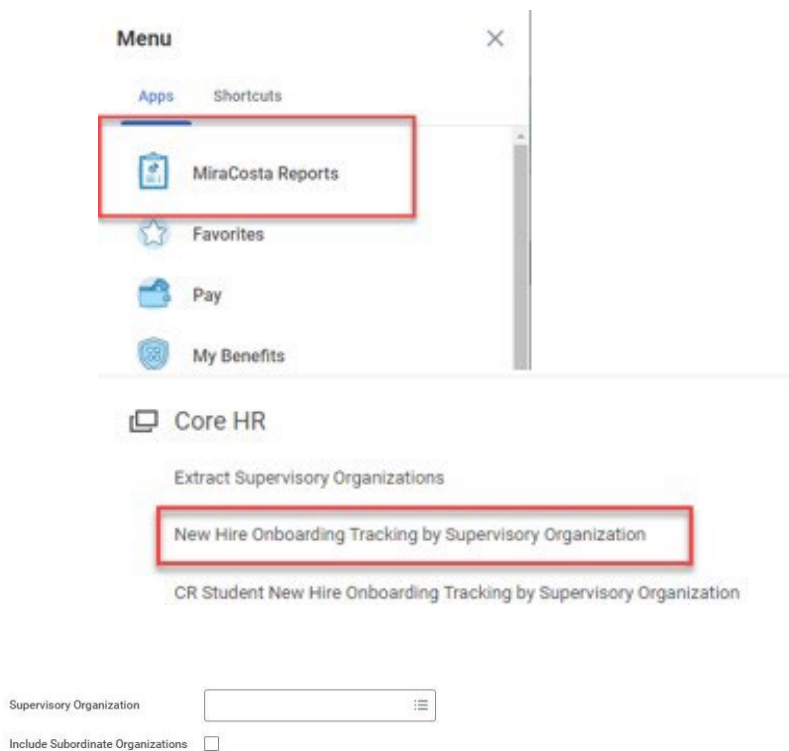


Results will appear by supervisory organization. Each worker will be listed with the status of each of the essential steps of the onboarding process:

Illustration of employee status as it appears in report results. Is the employee cleared to start work?

| Worker | Proposed Hire Date | Cleared to Begin Working *IF* "Cleared COVID Protocols" Are Met | Cleared COVID Protocols? | Position | Supervisory Organization | Hiring Manager |
|---|---|---|---|---|---|---|
| | 01/03/2023 | ✓ | ✓ | P-09847 Apprentice III | | |

Illustration of the essential steps of onboarding: COVID vaccination or exemption, TB certification, background check (if required), I-9 completion, account provisioning (SURF ID):

| COVID Vaccination or Exemption Request Complete? | COVID Vaccination or Exemption Request Completion Date | COVID-19 Vaccination or Exemption Issue Date | COVID-19 Vaccine Status Expiration Date (If applicable) | New Hire Forms Complete? | New Hire Forms Completion Date | TB Information Received? | TB Completion Date | Background Check Complete? | Background Check Completion Date | Form I-9 Completed? | Form I-9 Completion Date | Provisioning Integration Complete? | Integration Completion Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Yes | 12/16/2022 04:24:18.286 PM | 07/13/2021 | | Yes | 12/16/2022 04:36:35.530 PM | Yes | 12/16/2022 04:36:35.530 PM | Not Required | | Yes | 12/19/2022 11:31:50.772 AM | Yes | 12/19/2022 04:27:11.131 PM |

## Supervisor Notifications

Notifications from Workday will confirm when a new hire is approved to start work. You must hold a Workday manager or administrative assistant security role to receive the notifications.

Managers and administrative assistants for the supervisory organization(s) will receive an email notification. Notifications can also be viewed by selecting the "bell" icon located at the top of your Workday homepage.

## Rehiring Student Workers

All students being rehired by a department are to report their job on JAIN before their first day of work in the new fiscal year, which begins July 1. Annual completion of this form is required to ensure compliance with several sources of student worker funding. Supervisors will need to extend the dates on Workday and make necessary changes if there is a change to the payment source (district to FWS funding, for example) or to the student's work assignment (changing or adding assignments).

## Enrollment Requirements

All students must be enrolled in a minimum of 6 units to be employed as a student worker; VA-funded students and international students must be enrolled in 9 and 12 units, respectively.

If enrollment is at another institution other than or in addition to MiraCosta College, supervisors will need to verify enrollment before submitting your request on Workday. As a reminder, supervisors are responsible for verifying units every month when approving hours.

| Semester/Weeks | International Students | Federal Work Study & District-Paid Students | CalWORKs Students | V.A. Students |
|---|---|---|---|---|
| Fall or Spring | 12 units | 6 units | 6 units (fewer units can be approved by Kate Coleman) | 9 units |
| Summer/8 Weeks | 3 units *new students only | **No summer FWS** | 1 unit | 4 units |
| Summer/6 Weeks | 2 units *new students only | **No summer FWS** | 1 unit | 3 units |

In addition to complying with the unit requirements above, student workers must also comply with the enrollment requirements below.

## Fall and Spring Semester Work Hours

Enrolled student workers may work up to 19.5 hours per week in all combined assignments while school is in session. NOTE: Depending upon the amount of their award, students will exhaust their work study award if they work the maximum hours allowable. Extend awards by calculating the student's average weekly hours (divide the award total by hourly rate and then by the number of weeks from date of hire to the end of the semester).

## Intersession Work Hours

Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:

- Between spring semester and summer session, if enrolled in the required number of units during the spring semester and during the summer session or fall semester.
- Between summer session and fall semester, if enrolled in the required number of units during the spring semester or the summer session and during the fall semester.
- Between fall and spring semesters, if enrolled in the required number of units during both the fall and spring semesters
- During spring break, if enrolled in the required number of units during the spring semester.

## Summer Work Hours

MiraCosta College *does not* award federal work study (FWS) for the summer session.

District-funded student workers may continue employment in the summer if they have been enrolled in at least 6 units for the spring semester and have an enrollment record for 2 or 3 units for the summer session or at least 6 units for the fall semester, whichever occurs next on the calendar. (See the chart above.)

Some CalWORKs and Veterans work study students who are not enrolled in summer classes may be permitted to work up to 40 hours per week. Additional policies and regulations may apply; contact the Career Center at 760.795.6772.

### Breaks & Lunch

Student workers may not work for longer than 5.5 hours without an unpaid lunch break of at least thirty (30) minutes. Student workers are also entitled to one paid 10-minute break after 4 hours of work, up to a maximum of two paid breaks in an 8-hour period.

### Overtime/Holiday Pay

Student workers may not work over 8 hours per day or 40 hours per week and do not qualify for holiday pay.

### Sick Leave

Temporary hourly employees will earn one hour of sick leave for every 30 hours worked up to a maximum of 48 hours. Newly hired employees may use their accrued sick leave after the 90th day of employment.

An employee can take earned sick leave for the employee's own or for a family member's diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

If unable to work, employees must notify their supervisor as soon as reasonably possible.

### How to Report an Absence in Workday as a Student Worker

✓ Must have earned sick leave available.
✓ Must be scheduled to work.
✓ Cannot report to work due to a qualified sick leave reason as stated above.

1. Log-on to Workday
2. Select the "Time" icon from your Workday homepage.
3. Select "Enter Time" just as you would enter time worked.
4. Once in the Time Entry screen choose "Absence" to request Healthy Families leave.
5. Once you submit your absence, your request will be routed to your supervisor for approval.

### How to View Sick Leave Balance

Select the "Absence" icon from Workday homepage. You will see sick leave balance here.

### Time Cards

Student Hourly Time Report cards will be submitted on Workday. Student workers must submit time cards on or before the third workday of the month for payment on the last work day of that month. Supervisors are to confirm that the student worker is enrolled in the appropriate number of units prior to signing the time card.

## Pay Day

Student workers are paid on the last work day of the month. Newly hired student workers will not receive their first check until the end of the second month after they have begun working because they will not have submitted a timecard until the last day of their first month of work.

The **2023-2024 Academic Year Payroll Dates & Deadlines** are now available. Please contact Payroll with any questions (**payroll@miracosta.edu**).

## Tuberculosis (T.B.) Skin Test

The California Education Code prohibits community colleges from employing individuals unless they have submitted required documentation indicating that they are free from T.B. All students who have been offered a position as a student worker must go to MiraCosta's Health Services Office for a TB risk assessment. Health Services will determine if a TB test is necessary. Student workers may not begin work assignments until they have received their TB clearance and provided it to Human Resources.

Both the Oceanside and San Elijo Health Services offices are closed when school is not in session. The TB clearance can be completed by any primary care provider. Call Health Services for any questions 760-795-6675.

## Fingerprinting

Most students will be exempt from being fingerprinted. However, students working for the Child Development Center, Campus Police, or an office where cash is handled, or sensitive information can be accessed will also be fingerprinted.

## Sexual Harassment Policy

The MiraCosta Community College District is committed to providing an academic and work environment free of sexual harassment. Upon hire, each student worker is provided with the Sexual Harassment Policy Handbook, which includes procedures for filing, investigating, and resolving complaints of sexual harassment within the district. Supervisors are required to immediately report any potential violations of the sexual harassment policy (AP 3430) to Human Resources. In accordance with AP3435, the district shall provide sexual harassment training and education to each supervisory employee once every two years. Supervisors may participate in sexual harassment training groups through the professional development program or individually online through HR.

## Work-Related Injuries

At the time of hire, the student worker is provided with a Worker's Compensation Handbook explaining the process that must be followed, should a work-related injury occur. In the event of a work-related injury, the Human Resources Office directs student workers to follow the process outlined on the next page.

If a student worker is injured while working, they should go to Health Services. If Health Services is not open, they must go to Concentra at 3910 Vista Way, Suite 106, Oceanside (in the Home Depot shopping center at the corner of Vista Way and College Boulevard). If Concentra is not open at the time of injury, student workers can go to Tri City Hospital Emergency if necessary. If the injury is not serious, then the student worker can go to Concentra the next morning. All work-related injuries must be reported to Health Services and an injury report must be completed.

In the event of a medical emergency, contact Campus Police by pushing the red button on your campus phone. Provide the dispatcher with pertinent information and remain on the line. Campus Police will immediately respond to the call and will contact Health Services and outside medical assistance when necessary.

When Campus Police Dispatch is closed, the red button on the phone will automatically roll over to 911.

## Emergency Preparedness

Inform student workers in your department that the college participates in emergency preparedness drills each year. Review the emergency preparedness procedure with student workers and make them aware of your department's evacuation location.
Student workers should also be informed where the department stores its first aid kit.

## Parking

Student workers are not eligible for staff parking stickers and must park in student lots. If the student worker must work in the evening, please inform them that campus escorts are available by contacting Campus Police.

## Performance Recognition

### Student Workers' Professional Development

One of the core competencies expected of all graduates of MiraCosta College is the development of "skills for ongoing personal, academic, and professional growth." You are helping the student workers in your department to grow personally and professionally – and, if you're supervising an intern or co-op student, academically as well. Student workers should take advantage of professional development opportunities. The Career Center offers a variety of workshops and resources to help students with their development as emerging professionals, including preparing a resume and for interviews.

To reflect current best practice and to assist students with their professional development all student workers are required to create a resume and upload it to their JAIN account during their first year of employment as a student worker at MiraCosta College. The Financial Aid Office, CalWORKs, the Veterans' Office, and the Institute for International Perspectives have authorized and endorsed student workers' attendance and participation in Career Center workshops during their paid work hours. Students who plan to attend a workshop during work hours should ensure that they do not exceed 19.5 hours per week maximum and that they have your authorization to do so.

## Student Workers' Success and Evaluation

The job you offer a student worker may be their first job and you may be their first supervisor. You're discussing how well they are learning and executing their tasks is invaluable to their ability to express their competencies and achievements – an important skill for developing their professional network and interviewing for future opportunities.

To facilitate such discussions, a list of employers' in-demand competencies is provided on the last page of this manual; it serves as an evaluation form for student workers. You are encouraged to review the evaluation form with the student workers soon after they are hired so they can learn about the competencies and seek opportunities to develop or strengthen them. Your inviting student workers to self-assess their strengths, discuss opportunities for growth, and – later in the semester – offering your constructive feedback can have many positive effects. It can elevate the importance of the student worker's role within your department, help to foster their continuing professional development, teach them how to respond to constructive criticism, and spotlight those competencies they are proficient in as well as those which they could improve.

If at any time you are not satisfied with a student worker's performance, schedule an appointment to meet with the student to discuss your expectations. You may want to set goals, create action plans, and establish a date for reviewing progress toward the implementation of these plans. As you and the student seek solutions, address the behavior rather than the individual and emphasize strengths rather than weaknesses. Note the date and topic of your discussion in the student's file and follow up.

## Suspending or Dismissing Student Workers

The last thing any supervisor wants is to suspend or dismiss a student worker. If standards have been discussed; opportunities for practice, observation, and feedback have been provided; constructive feedback has been provided; the Career Center has been consulted; and yet the student worker has not met the department's expectations, then BP/AP7365 should be consulted. BP/AP 7365 states, "The continued employment of any employee is contingent upon proper performance of assigned duties and personal fitness." The causes for the demotion, suspension, or dismissal of any employee can be found in BP/AP 7365. If after your best efforts, you find that you must dismiss a student worker, please notify the Career Center so the faculty and staff can assist the student with developing appropriate work habits.

## Thank You!

Again, thank you for being a very influential person in the personal, professional, and academic development of a MiraCosta College student.

# MiraCosta College

## Supervisor Evaluation of Student Employee

MiraCosta College, 1 Barnard Drive MS # 8A, Oceanside, CA 92056; Phone: (760) 795-6772; Fax (760) 795-6773

Student Name:_____ Student I.D. #:_____

Company/Organization:_____ Student Job Title:_____

Rating Scale: 4 = Excellent (A); 3 = Above Average (B); 2 = Average (C); 1 = Below Average (D); NA = Not Applicable

| Competencies | 4 | 3 | 2 | 1 | NA | Comments |
|---|---|---|---|---|---|---|
| **Professionalism/Work Ethic:** Demonstrates accountability/effective work habits; manages time/tasks | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Communication:** Articulates thoughts effectively; speaks and writes well | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Critical Thinking/Problem Solving:** Exercises sound reasoning and analytical thinking; researches sources | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Teamwork/Collaboration:** Builds collaborative relationships with colleagues and customers | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Digital Technology** Uses appropriate software for the task; proficiency in Office & Google | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Leadership:** Uses interpersonal skills to coach and develop others | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Diversity/Intercultural Fluency:** Respects & appreciates different cultures, races, genders, religions, etc. | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Career Management:** Leverages appropriate strengths & skills; has developed career goals | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Adaptability:** Views change as an opportunity; open to new tasks, roles, viewpoints | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Creative Thinking/Entrepreneurial Mindset:** Demonstrates originality and inventiveness in work; takes risks | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Empathy:** Displays patience, honesty, respect, positive regard and actively listens | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Resilience:** Anticipates consequences; creates options; bounces back | ☐ | ☐ | ☐ | ☐ | ☐ | |
| **Ethics/Social Responsibility:** Demonstrates integrity and ethical behavior; acts responsibly | ☐ | ☐ | ☐ | ☐ | ☐ | |

_____         _____
Supervisor's Printed Name          Supervisor's Signature          Date

_____         _____
Faculty Mentor's Printed Name      Faculty Mentor's Signature      Date

_____         _____
Student's Printed Name             Student's Signature             Date