

Best Practices for Work Study Students

- Work with your supervisor to establish a schedule that accommodates academic commitment:
 - Notify supervisor of any changes to class schedule that affect work availability
 - Give advance notice when unable to work a scheduled shift
 - Report to work on time and notify your supervisor in advance of any possible delays.
- Ask your Supervisor how they wish to have you report your hours to them each week
 - E.g. via email or paper timesheet
- Accurately report the hours you worked each week
- Along with your supervisor, you should keep track of your total hours worked and ensure your approved hours for the term are not exceeded:
 - E.g. create an excel spreadsheet to track the total hours worked to date. Update this spreadsheet weekly so that you know when you are approaching your maximum hours for the term and need to stop working.
- Ask your supervisor to establish clear work goals and expected results:
 - Where will the work be completed? (e.g. at student's home, in an office on campus, in a lab, etc.)?
 - How many hours should a project take to complete (if applicable to the type of work being done)?
Let your supervisor know if it is taking longer than expected and ask for guidance.
- Ask for feedback on your accomplishments and areas for improvement throughout the term
- Take your job seriously and perform at the highest level of your ability
- Understand who can help when issues arise:
 - Human Resources: Payroll system, Health and Safety, Employment Standards, etc.
 - Student Financial Services: Work Study Center, students' approved hours, Work Study Program policies and procedures, etc.