

Best Practices for Work Study Supervisors

- Keep track of important dates and deadlines:
 - Review the Work Study timeline of events
http://registrar.uwo.ca/faculty_staff/work_study_supervisors.html
 - Student Financial Services will send email reminders throughout the term
- Find out if potential hire is a Graduate or Undergraduate student as the rules differ:
 - Application process
 - Maximum number of hours the student can work per week: Graduates can work a max of 10, Undergraduates a max of 40 (though not recommended)
 - Academic term: work study approval based on 4 month Fall Graduate term vs 8 month Fall/Winter Undergraduate term
- Encourage open and frequent communication with your student throughout the employment relationship:
 - Establish clear expectations about the work being done and associated outcomes/timelines.
 - Accommodate student's academic schedule, etc.
- Establish a system for reporting your student's hours each week:
 - E.g. have the student submit hours weekly
 - Track total hours worked (do not exceed total approved hours for the term)
- Confirm student has completed required Health and Safety training:
<http://www.uwo.ca/hr/learning/required/index.html>
- 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)?
What to do if the student finds it is taking them longer than expected?
 - If applicable to the type of work being done, consider setting regular times to meet to discuss progress and next steps.
 - Provide feedback on accomplishments and areas for improvement throughout the term.
- 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.