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 if 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.