

SUPERVISING HIGH SCHOOL STUDENTS

While all SYEP students have completed work and career readiness programming, for many participants, this is their first employment. And, this may be the first time host site partner supervisors are managing youth in the workplace.

We've compiled some tips and ideas to support host site partners with supervising and managing students to help ensure a successful experience for employers and students.

ESTABLISH CLEAR WORKPLACE EXPECTATIONS

For many students, the SYEP is their first official employment experience. Clear expectations help students succeed. Consider covering the following topics on the first day of the program.



Attendance & Punctuality:

- What days and times students are expected to arrive
- How to notify supervisors if absent/ late



Dress Code:

- Review company dress code policy
- Provide specific guidelines with examples



Technology Use:

- Policies for email, internet, and phones



Communication:

- How to address supervisors
- Using a professional tone in emails



Workplace Etiquette:

- Respect for confidentiality
- Teamwork and professional behavior

* Note: JA also reviews this with students beforehand. If any issues arise during the experience, please let JA know so we can help address the issue.

LEARNING, DEVELOPMENT, & MENTORSHIP

To enrich the student learning experience, consider incorporating:

- **Lunch & Learns** with staff or leadership for casual conversations on career paths and informational interviews.
- **Department Spotlights** where students hear from different teams.
- **Professional Development Sessions** for students to engage in resume reviews, networking tips, or mock interviews.
- **Job Shadowing** across departments for exposure to career pathways and the various aspects of a business.
- **Reflection Activities** such as weekly journals or discussion prompts.
- **Provide Mentorship** by assigning a “buddy” or peer mentor in addition to a supervisor.

TIPS AND IDEAS FOR MENTORING HIGH SCHOOL STUDENTS:



Meet Regularly:

- Set regular weekly meetings with your student(s) to check in, answer questions, and review assignments.
- Schedule 15-20 minute reflective chats and offering guidance.



Provide Support:

- Provide constructive feedback and celebrate successes.
- Share insights on your career pathways and working in your industry.



Share Career & Company Insights:

- Invite students to sit in on team meetings or calls.
- Help students connect daily tasks to the “big picture” of your organization.

GENERAL TIPS FOR WORKING WITH STUDENTS

- **Be Clear and Specific:** Many students are new to the workplace. Explaining tasks step by step helps students understand assignments and roles.
- **Set Realistic Expectations:** Students may work at different speeds than adults; having patience as students familiarize themselves with the workplace is key.
- **Encourage Questions:** Make it safe for students to ask about things they don't understand or are interested in learning more about.
- **Offer Variety:** Rotate students between tasks, projects, and shadowing to keep students engaged with the experience.
- **Celebrate Small Wins:** Positive reinforcement builds students' confidence.