PEPPERDINE
Student Employment Office

From: Student Employment Office   Date: July 2, 2020; 11:00 AM

To: Student Hiring Managers

Dear Student Employee Supervisors,

Thank you for the support you have shown student employees throughout this unprecedented season. It is our goal to serve as a resource to all of you as you prepare to reboard students to the workplace this upcoming Fall Semester.

This past Monday, June 29th, all supervisors received email communication from Human Resources that included a checklist for departments to follow as they prepare to welcome students and employees back to campus. Please review this Planning Checklist for Supervisors to start planning new work arrangements for your student employees. Please continue with your students' current work arrangements until the University confirms the date that faculty, staff, and students may return to campus to work.

Below are some actions you can take now to prepare for students to return to either remote or on-site work:

- Ensure that you clearly communicate your expectations and that your student employee manuals are up to date and available. As a supervisor, you are charged with ensuring student employees are making meaningful contributions to your department and are gaining important work skills through intentional high-impact practices.
- If you plan to hire new student employees for the fall semester, please post your positions on Handshake. You may reach out to Tess Marme (tess.marme@pepperdine.edu) with any questions.
  - As a reminder, all available student employment roles must be posted on Handshake for at least 5 business days to ensure Equal Opportunity to all students.
- Create plans to regularly assess all student employees' performance, especially those who are telecommuting. Please assess your student employees' quality of work, workload, service to the department, responsiveness, and availability. You may consider utilizing a project management software to assist with this. Some of our favorites include:
  - Asana (the Basic package is free of charge and works great!)
  - Basecamp is an additional Project Management Software that is commonly utilized in higher education environments.
- Prepare to set aside time to meet with your student employees (virtually) on a consistent basis throughout the semester. For those departments who have several student employees (and conducting one on one meetings is not feasible), consider a weekly "Meet Up" through Zoom

or Google Hangouts to provide time and space to discuss current work projects and build community. For more on this you may review the following: Harvard Business Review Article.

Our Student Employment Team is readily available to speak and provide suggestions to assist with transitioning students into a telecommute environment and can address any additional questions you have.

Any questions you have related to your specific work environment and safety protocols or measures, please direct those to your supervisor or to Human Resources.

Thank you for your leadership as the University navigates the ambiguity of this pandemic. Please let us know how Student Employment can support you as we move into the Fall Semester.

Sincerely,

PEPPERDINE

Student Employment Team
Student Employment Office
o: 310.506.4177   f: 310.506.4827