

FREE Workshops for Supervisors of Student Employees



TEXAS A&M
UNIVERSITY

The Student Employment Office at Texas A&M University offers the following FREE workshops to improve your effectiveness as a supervisor of student employees.

Effective Use of Jobs for Aggies - Employers

This workshop has been designed to assist hiring supervisors to attract a capable and competent applicant pool for their student employee positions. It offers methods for effective utilization of Jobs for Aggies including advertising, timing, position titles, and job descriptions. Position qualifications and application instructions are also discussed.

Express Interviewing

This workshop has been designed to assist hiring supervisors in maximizing the effectiveness and efficiency of student employee interviews.

Student Employee Performance Reviews

This workshop has been designed to examine the purpose for evaluating employees, to discuss considerations in performance reviews, and to cover common elements evaluated.

Supervising Students

How can you set clear expectations for student employees? What information should be covered through orientation and training? In what areas should you be evaluating your students? How do you handle disciplinary issues that arise? Specific tools will be shared that can be modified for any student position. If you are a new supervisor or want an effective system to streamline your process, this workshop is for you!

Supervising Students with Disabilities

In this workshop we will review the laws protecting the rights of individuals with disabilities. In addition, supervisors will receive related information regarding job descriptions, hiring, appropriate accommodations, employee performance, and campus resources.

Work Study Basics

We have designed this workshop for payroll supervisors and supervisors of work study students. The workshop will cover all aspects of college work-study, including payroll procedures, rules, and regulations.

Register today online!

Register online to attend any of the workshops listed at JobsforAggies.tamu.edu. For more information contact the Student Employment Office at 979.845.0686.

Workshop Calendar

January

1/18	1:30 - 3:00 pm	Work Study Basics
1/23	1:30 - 3:00 pm	Effective Use of Jobs for Aggies - Employers
1/25	10:30 am - 12:00 pm	Express Interviewing

February

2/1	10:30 am - 12:00 pm	Supervising Students
2/12	2:30 - 4:00 pm	Student Employee Performance Reviews
2/14	10:30 am - 12:00 pm	Supervising Students with Disabilities
2/29	10:30 am - 12:00 pm	Work Study Basics

March

3/4	2:30 - 4:00 pm	Express Interviewing
3/18	2:30 - 4:00 pm	Supervising Students
3/26	1:30 - 3:00 pm	Effective Use of Jobs for Aggies - Employers

April

4/8	2:30 - 4:00 pm	Student Employee Performance Reviews
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