

MMG Student Employment Supervisory Process and Requirements

Ensure completion of appropriate safety/regulatory trainings and orientation to the workspace. See separate onboarding worksheet.



Each week, collect a paper time sheet from your student, and email it to Marian for processing.



During the semester, be sure to check-in with your student often and recognize their continued hard work.



At the end of the semester or academic year, work with your employee to complete a performance review.