

◆ ***Dress appropriately for your department***

Not all departments have formalized dress codes, but most departments have standards of dress that even students need to abide by. If you are not sure about the expectations in your department, ask your supervisor for some guidelines.

◆ ***Don't do just the "bare minimum"...give 100%***

Supervisors count on you to produce high-quality work. You may be tired or feel stressed from school, but keep in mind that the work you do while at your student job reflects on you and your department as a whole.

◆ ***Ask for more work***

When you complete a task, don't assume there is nothing else to do. Always take the initiative and ask your supervisor if anything else needs to be done.

◆ ***Talk to your supervisor***

Establishing and maintaining **open lines of communication** with your supervisor will help you feel more comfortable on the job.

Talk to your supervisor if you are feeling overwhelmed by your academics; supervisors understand that academics are your first priority and are usually willing to decrease your hours should a situation like this occur.

Ask for feedback about your work performance and be receptive to constructive criticism. Keep in mind that student employment is a learning experience; you are not expected to be perfect.

◆ ***Ask questions***

Don't hesitate to ask questions when you're not sure how to do something or how to respond to a question. In most cases, your supervisor would much rather have you ask questions than do a procedure incorrectly or give someone inaccurate information.

Asking questions also helps you build a knowledge base, thus ultimately helping your department.