

LEAD



How does it work?

Cristo Rey Columbus' Professional Work Study Program (PWSP) is the student workers' official employer and handles student worker documentation, compliance and insurance.



What tasks do students perform?

Students generally perform entry-level work. As students mature through the program, they are able to handle more complex projects and tasks.



How do they get to work?

PWSP provides transportation for all scholars to and from their job placement.

How does PWSP provide support to supervisors?

All job partners will be assigned a Relationship Manager from the Professional Work-Study Team at Cristo Rey. Your Relationship Manager is your go-to person, who will provide ongoing communication and a high level of support in all matters involving students at your workplace for the duration of the work/school year. Your Relationship Manager will ensure you have a seamless and successful experience with our program!

How does PWSP prepare students for work?

We prepare students for the workplace by hosting Summer Business Training (SBT), which is an intensive seven day program that is designed to help students rigorously prepare for their first work placement and learn all about professionalism. Students take the following classes during SBT:

(1) PWSP Guide to Success, (2) College-Going Culture, (3) Accuracy and Attention to Detail, (4) Personal Mission, (5) Brain Science: Power of Yet, (6) Teamwork & Collaboration, (7) DEI-Race and Culture, (8) Workplace Expectations, (9) Problem Solving, (10) Integrity & Ethics, (11) Confidentiality, (12) Notetaking, (13) Communicating with Adults, (14) Email Etiquette, (15) First Impressions, (16) Nonverbal Communication, (17) High-Level Work, (18) Alphabetizing & Filing, and (19) Tech Time

How does PWSP assign students to a workplace?

Successful student placements are made in large part due to our business partner's commitment to our program. It's critically important to find caring, interested supervisors to work with our students, who will:

- Provide a positive work environment for the students.
- Take time to train and coach a student and are open to collaborating with the PWSP Relationship Manager throughout the year.
- Provide meaningful work for the students and explain to them the importance of their role.

The work-study staff thoughtfully builds student teams and assigns job placements with intention and deliberation. Matches are based on data gathered from the extensive placement survey we send to students and partners, along with our job partner's job description/needs.

How important are student job descriptions? How should I structure my student worker's day?

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Job descriptions are **very** important! The more information we have in your job description, the better - detailed job descriptions help us place students who will be successful in the role at your workplace.

When thinking about your student's work day, we suggest:

- Balance learning with doing and regular, structured, ongoing tasks with more variable, project-based tasks.
- Consider thinking about the students' PWSP days with you in layers where there is a mix of:
 - Twice daily check ins with supervisor/mentor
 - Learning or training time (direct or online training to broaden skills and help the student be more effective as a team member)
 - Shadowing or experiential learning time (joining meetings, informational interviews, conferences/workshops)
 - Productive, individual contributor work time (working on deliverables).

Your Relationship Manager can provide examples and help you build or enhance a job description and structure your student's work day.

How is student performance measured?

Every student receives one academic credit for the work-study program. Additionally, students receive a timecard each day after work. Students are asked to write about their workday (what assignments they did, any projects they worked on, who they helped out that day). The supervisor receives the timecard with the student's comments and grades their work performance for that day on a scale of 1-5. Supervisors also receive a mid-year performance evaluation survey and an end of the year performance evaluation survey for their student worker(s). Students also receive ongoing feedback, performance reviews, and training from the work-study staff throughout the school year.

Is there a dress code?

Yes. Students are required to wear their Cristo Rey Columbus High School uniforms to work. This policy ensures students arrive to work professionally-dressed. During morning check-in at the school, PWSP staff checks to make sure all students are in compliance with the school dress code before sending them to work.

Absences and Illness

Students must work every day they are assigned. We do not permit students to request time off. In the case of an illness, students are given one sick day over the year which allows them to miss one day of work. Any missed days after that will be made up during a school break.

Traveling Off-Site

Students should always be in a multiple adult environment, while traveling to and from off-site destinations.

Lunch and breaks

Students receive one 30-minute lunch break and two 15-minute breaks.