
CRISTO REY WORK STUDY PROGRAM

2025-2026

Supervisor Playbook





Welcome to the Cristo Rey Jesuit Family!

On behalf of Cristo Rey Jesuit High School, we welcome you into our family and are grateful for your generous participation. In joining the Corporate Work Study Program (CWSP), you enter a premier group of Chicagoland business partners that are committed to cultivating diverse leaders of tomorrow.

CWSP Job Partners play a critical role in our students' education: Your participation allows students to earn a portion of the cost of their own education, enabling students with financial limitations to afford the cost of attending competitive college-preparatory high schools. Additionally, students gain exposure to corporate work culture and job partners create a diverse pipeline for future talent.

We are incredibly grateful for you as our school would not exist without your support. We recognize the commitment you are investing in training and mentoring our students. It is our goal for your participation to be a mutually enjoyable and beneficial experience that has been sustainable for decades.

Thank you for your support and ¡VIVA Cristo Rey!

Sahrish Russell
Sr. Director, CWSP
Cristo Rey Jesuit High School

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CWSP Supervisor Playbook

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Connect with your Partner Relations Manager and find more resources for supervisors at:

cristoreycwsp.net

Mission

Our Mission

Cristo Rey Jesuit High School provides a Catholic, college preparatory education and professional work experience to students from Spanish-speaking families with limited financial means.

Our Vision

The reason for the school's existence is to advance the human and intellectual capacities, as well as the religious and cultural heritage, of the immigrant families it serves. Through its Corporate Work Study Program, faith-based college preparatory education, and Spanish heritage language curriculum, the goal is to prepare students to succeed in college and to assume leadership roles in the civic, religious, business, and cultural life of our city and nation. As committed alumni of a Jesuit high school, graduates become men and women for others who are open to growth, religious, intellectually competent, loving, committed to justice, and work experienced.

Corporate Work Study Program (CWSP)

Through CWSP, students work for and earn a portion of the cost of their education — making a quality, college preparatory education possible for students who could not otherwise afford it. The resulting work experience, career exploration, mentorship, and networking students receive is invaluable in positioning them to succeed in college and beyond and puts them at a competitive edge against their peers.

Mentorship Matters

As a CWSP Supervisor, you are more than a manager — you are a mentor. You have the opportunity to guide, encourage, and inspire young people who may be experiencing a professional environment for the first time. By modeling professionalism, sharing your career story, and offering consistent support, you can help students build confidence, explore interests, and develop lifelong skills. Your role as a mentor is a critical part of their journey toward college and career success.



Lighten the Load

To help make the experience more manageable, we encourage you to involve other colleagues in supporting you and your student throughout the program. This could include emerging leaders, future supervisors, standout team members, or employees with a passion for service, mentoring, and youth development. Sharing the responsibility not only eases the demands of being the sole supervisor but also gives the student the opportunity to connect with more people in your workplace and observe a variety of management styles.

The Supervisor's Role:

Supervisor Commitment	<ul style="list-style-type: none">• Willingness to invest time and energy to train student(s)• Create and support a job with meaningful work and professional growth• Set and maintain clear expectations• Review and approve daily student E-timecards and complete two performance evaluations each academic year• Coordinate Site Visit with Partner Relations Manager twice a year at your job site
Set Goals	<ul style="list-style-type: none">• Decide goals and expectations and ask students to pay attention to their own progress• Ask them what they would like to accomplish in relation to the work-based learning plan• For work experience to be a learning experience, students need to be given tasks that make demands on their intelligence and their skills• Create a calendar for the school year with projects and deadline so students know what is expected of them
Help Student Acclimate	<ul style="list-style-type: none">• Provide a positive, safe working environment for the student• Encourage student involvement outside their assigned tasks• Allow student(s) to observe other work teams and shadow work colleagues• Create opportunities for formal and informal mentorship• Ask them how their job could be improved and what suggestions they have for enhancing the student-worker experience
Provide Feedback	<ul style="list-style-type: none">• Teenagers thrive when they know their efforts are valued, even if there is room for improvement• Meet with each student on a regular basis, schedule formal meetings• Review what each of you considers progress• Meet with each student on a regular basis, schedule formal meetings

The Supervisor's Dream Team: 5 Types to Look For

When building out your team, you want people who have the vibe and energy to inspire and connect with young talent. Here are five types of people to consider:

The Mentor

The natural coach. This person loves guiding and developing others. They're patient, approachable and see mistakes as teaching moments – perfect for helping students grow.

The Rising Star

An emerging leader or standout team member eager for growth. Giving them a chance to supervisor builds their own skills while supporting the student. A win-win!

The Connector

The friendly, people-oriented colleague who knows everyone in the office. They're great at helping students feel included and introducing them to different teams and roles.

The Subject Matter Pro

An expert in a specific area of business who can give students exposure to real-world projects and professional standards. They help students see the big picture and learn technical skills.

The Organizer

The detail-oriented planner who keeps things on track. Great at scheduling check-ins, coordinating tasks, and making sure nothing falls through the cracks. They are a huge help in creating a smooth experience for both supervisor and student.



Communicating with CWSP

Your CWSP Partner Relations Manager (PRM)

You will be partnered with a dedicated PRM to support you in your role as a student supervisor.

Your PRM is here to:

- Equip you with tools and resources to help your student thrive.
- Offer best practices and coaching based on experience across a portfolio of companies.
- Help troubleshoot challenges and guide you through tricky moments.

We encourage regular communication with your PRM throughout the year. Think of them as your go-to support system.

CWSP maintains an active distribution list of supervisors for student related communication. It is important that you notify us if there are personnel changes that impact students (new supervisor, supervisor retires, supervisor now works remotely, etc.)

How can we help?	What can you expect from us?
<ul style="list-style-type: none">• Give direct feedback to students about work performance• Troubleshoot concerns about student performance• Provide additional mentoring or training when additional support is needed• Collaborate on identifying job tasks that are meaningful and age appropriate• Refer student to school counselors to when personal issues affect work	<ul style="list-style-type: none">• Monthly Reminders: Sent on the first day of the month, these include reminders, important dates, announcements, etc.• Site Visits: CWSP staff conducts two site visits at each work site. These visits are a chance to check in with you, gather feedback, and ensure student success

Ongoing Communication with Supervisors

To ensure consistency, engagement, and shared learning across all job partners, CWSP will maintain a regular cadence of email communications for supervisors. These messages will align with monthly goals, share effective practices, and help create a supportive network through features like Supervisor Spotlights.

- For the first four weeks of the program, CWSP will send weekly Monday emails to all supervisors. These messages will provide targeted reminders, tips, and encouragement based on that week's goals.
- Starting in October, a Monthly Monday Message will go out on the first Monday of each month highlighting that month's focus area and project. These messages may include:
 - A summary of the month's project and objective.
 - A Supervisor Spotlight highlighting how a partner is approaching the topic of the month.
 - Reminders of student expectations and ways to support them.

The First 30 Days and Beyond

Purpose: The first 30 days set the tone for a successful work-study experience. This time should focus on building trust, introducing core skills, and helping students feel confident in their role. When students feel supported early on, they're more likely to stay engaged, perform well, and grow professionally. Use the guide below to structure an engaging and productive first month with your student.

Week 1: Welcome, Orientation & Relationship Building

Goal: *Welcome students to your team and set the structure for the school year*

THE BIG WELCOME

- **Personalized Welcome:** Create an intentional first impression. Prepare a warm, personalized greeting such as a welcome box, a note from leadership, or a team- signed card. Small gestures, like favorite snacks, go a long way to making students feel valued.
- **Meet the Team:** Introduce key colleagues and assign a workplace mentor. Schedule a quick “get to know you” activity, like a fun team scavenger hunt or a short interview, to help the student feel connected and supported.
- **Workplace Tour:** Walk the students through their work area and essential spaces. Explain company culture, dress code, break policies, and safety procedures. Make sure they know where to go for help and how to navigate your workplace confidently.

THE KICKOFF MEETING

- **Clarify Role:** Outline the student's responsibilities and explain how their work supports the company's success, referencing the CWSP Student Expectations Agreement for full guidelines.
- **Discuss Strengths & Interests:** Have students share their strengths and interests so tasks can be tailored accordingly.
- **Daily Reflection Log:** Encourage students to track what they learn and any questions they have.
- **Weekly Check-In Structure:** Plan short (5–10 minute) end-of-day or end-of-week check-ins for feedback and support
- **Project:** Begin the “About Me” Project – Students introduce themselves and describe their role and expectations at the company.

Week 2: Skill Development & Engagement

GOAL: *Help students build confidence and start contributing meaningfully*

SHADOW & OBSERVE OPPORTUNITIES

- Invite students to join a team meeting and explain its purpose before and after.
- Demonstrate how to communicate effectively in meetings and emails; encourage questions and clarify expectations.
- Acknowledge progress with specific praise (e.g., “you handled that report quickly and accurately- great job!”) and share why it matters to the team.

WEEKLY MENTOR MEETING

- Ask students to share what they have learned – what has been exciting or challenging.
- Gradually increase task complexity based on their progress.
- Review key professional skills: email etiquette, time management, and communication.
- Assign a small, independent project (e.g., organizing data, helping prep a presentation, or counting inventory)

Week 3: Ownership & Contribution

Goal: Help students take on more meaningful work and reflect on their progress

REFLECT ON LEARNING & CHALLENGES

- **Reflect Together:** Ask what they enjoy, what's challenging, and what new responsibilities interest them. Assign new tasks that reflect this!
- **Share your Journey:** Talk about your career path and key lessons learned.
- **Early Review:** Give clear feedback on strengths and areas for growth, and ask for their input on improving the experience.
- **Expand their Network:** Introduce them to colleagues in different roles.
- **Show Their Impact:** Explain how their work has helped the team. Be specific! For example, "Because of your work on this, we finished the project two days early."

Week 4: Reflection & Recognition

Goal: Celebrate progress and set the stage for future growth

- **Reflection:** Ask students to share what they've learned and how they contributed (presentation, written piece, or conversation).
- **Express Appreciation:** Write a short thank-you note highlighting their strengths and what you learned from working with your student.
- **Plan Ahead:** Discuss what skills they'd like to develop next and what tasks they enjoyed most.
- **Strengthen Connection:** Encourage continued communication and mentorship where possible.
- **End-of-Month Performance Review:** Provide detailed feedback on strengths and areas for improvement. Set clear goals for the next phase and invite their input.

Weekly Wins Framework: Skill Development & Engagement

This simple structure helps supervisors and students stay aligned, engaged, and growing—week after week:

- **Ask:** One thoughtful question — e.g., "How does this project help the company?"
- **Help:** Assist with one task — e.g., organize files, update a spreadsheet, or draft an email
- **Learn:** Discover one fact about the organization — e.g., its mission, a product, or a team process
- **Feedback:** Give or receive one piece of feedback — e.g., "I found this step challenging; do you have tips?"
- **Complete:** Finish one small task independently — e.g., schedule a meeting, compile data, or create a document

CWSP Monthly Projects: Guide for the Next Few Months

This curriculum helps students see the value of their work-study experience while giving supervisors a framework to keep students engaged and growing throughout the year

Month	Focus	Project	Skill of the Month
October	Understanding the Company	Company Presentation: Students will research and create a short presentation about their job site. This should include: the company's mission, core services, industry, and any standout facts. Students may present using slides, or a written summary.	Research & Presentation Skills
November	Building Routine & Reliability	Time Log & Reflection: Students will track their arrival time, tasks completed, and overall routine for one full workweek. Then, they will write a reflection discussing: Why is time management important in the workplace? What happens when we miss deadlines or arrive late?	Time Management & Accountability
December	Teamwork in Action	Teamwork Reflection: Students will observe and describe an example of teamwork at their site, either in a meeting, project, or daily task. Then reflect on: How did the team communicate and solve problems? What role do you play when working in teams?	Collaboration & Interpersonal Communication
January	Solving Problems & Being Flexible	Problem-Solving Journal: Students will maintain a weekly log of a challenge faced at work and how they responded. Over the month, they will reflect on: What kind of problems arise in a professional setting? How did you stay calm or adjust when things did not go as planned?	Critical Thinking & Adaptability
February	Demonstrate Professionalism	Professionalism Checklist: Students will complete a self-assessment based on CWSP's professionalism expectations (e.g., punctuality, dress code, communication). Then, they will set 2–3 SMART goals for improvement.	Work Ethic & Reliability
March	Strengthening Job-Specific Skills	Skill Portfolio: Students will document 2–3 job-specific tasks they've learned. They'll explain the task, why it matters, and what steps they took to improve.	Technical Skills & Attention to Detail
April	Putting it All Together	Capstone Prep: Begin building a final presentation or written reflection summarizing the year's growth. This includes selecting key highlights and growth areas.	Self-Reflection & Presentation Preparation
May	Reflecting & Presenting Growth	Capstone Presentation: Share how CWSP has impacted their skills, confidence, and career goals. Students will present to peers and/or supervisors.	Presentation Skills & Readiness

Team Orientation

Team Orientation is the only day during the academic year when your entire team can be together at their assigned workplace. Team Orientation is held on a pre-determined date based on the school calendar and serves as a valuable opportunity to welcome your students workers and review expectations and responsibilities as a group.

Sample Orientation Agenda

- Like any new hire, students need time to:**
- Get oriented to office norms
 - Understand policies and expectations
 - Meet their team and supervisors
 - Learn how they'll contribute

10 a.m.	Students arrive
10:15 – 10:30 a.m.	Welcome from a senior leader
10:30 – 11 a.m.	Tour of the office
11 – 11:30 a.m.	HR policies and obtaining ID badge
11:30 a.m. – 12:30 p.m.	Lunch with colleagues
12:30 – 1 p.m.	Overview of job description and responsibilities
1pm	Students depart

Tips for a Successful Team Orientation

- Involve multiple colleagues (HR, managers, team leads)
- Make students feel welcomed and valued
- Use clear, age-appropriate language when discussing roles and policies
- Set expectations early, but keep the tone warm and encouraging

Break the Ice: 10 Creative Ways to Connect

Objective: Enhance the student experience by making connections fun and meaningful. Building strong connections fosters trust, confidence, and skill development. Rotate these ideas weekly to keep engagement fun and impactful!

1. **Reverse Mentor:** Ask the student to teach you a social media trick or trending app.
2. **Walk & Talk:** Take a walking meeting for a relaxed conversation.
3. **Elevator Pitch:** Challenge the student to describe your company in 30 seconds.
4. **Dream Job Vision Board:** Have them create a vision board for their ideal career.
5. **My Best Idea:** Invite them to pitch one idea to improve a product or process.
6. **Three Things Learned:** Share three takeaways at the end of the week.
7. **Shark Tank Challenge:** Pitch a new product idea in a quick, fun session.
8. **Job Swap Interview:** Interview a team member and swap stories about careers.
9. **Emoji Recap:** Sum up the week using only emojis.
10. **Brand Detective:** Have the students analyze a competitor's ad campaign from their website. Ask them to identify: What works? What doesn't? How can we outshine them?

Frequently Asked Questions

Who do I contact if my student is sick at work?

Contact your PRM right away so we can coordinate with the student's family. Do not let your student leave on their own. If your student has a medical emergency and needs immediate attention, call 911 immediately and then contact CWSP. If the student requires ambulance transport, the student supervisor or Cristo Rey staff must accompany them.

Can students attend office parties or outings?

We encourage students participating in office events or team gatherings during their work hours, provided it is age appropriate. Please inform your PRM of any office parties that include alcoholic beverages so we can coordinate student pickup. If students will be offsite, at least two adults must be present.

My office is closing early. What should I do?

Contact your PRM as soon as possible, so we can coordinate student transportation. The student cannot leave on their own unless approved by CWSP.

What should I do if my student does not return from their lunch break?

Contact your PRM and note the incident on the student timecard. We will follow up with the student and the student may be subject to disciplinary action.

My student was absent. What is the protocol?

Students are required to make up missed work days within the semester. Students will work with you when they return to schedule their makeup day and submit the scheduling form to CWSP. Make up days must be scheduled on non-school days.

Can students work during school breaks?

Yes! Many students are interested in earning additional income over Winter Break, Spring Break and Summer. You can hire students through CWSP at a per diem rate. Students will remain CWSP employees, and we will continue to manage payroll. Note: Students must make up all absences before being eligible for paid holiday work. Details about how to request student workers will be sent about 2 months before each break.

What can I do if my student is consistently not meeting expectations?

Treat students like any employee. Provide direct feedback to the student and loop in your PRM for support. If issues continue, the student will be placed on a Performance Improvement Plan (PIP) for 4-6 weeks. If the issue is still not resolved, we will discuss removing the student from their placement and placing them in CWSP's re-employment training. Your PRM will work with you to identify a replacement for your student.

Transportation Policies

Cristo Rey manages transportation to ensure students' safety and consistent attendance. Our team handles coordination so you can focus on mentoring.

Student Transportation

Students working downtown will take the Pink Line to and from their worksite. This promotes independence and will not affect drop-off or pick-up times. All other students will be dropped off directly in Cristo Rey shuttles.

Late Bus/Van

While we plan for punctuality, delays may occur due to traffic or weather. CWSP will notify you immediately if transportation is running behind schedule.

Uber/Lyft/Taxis

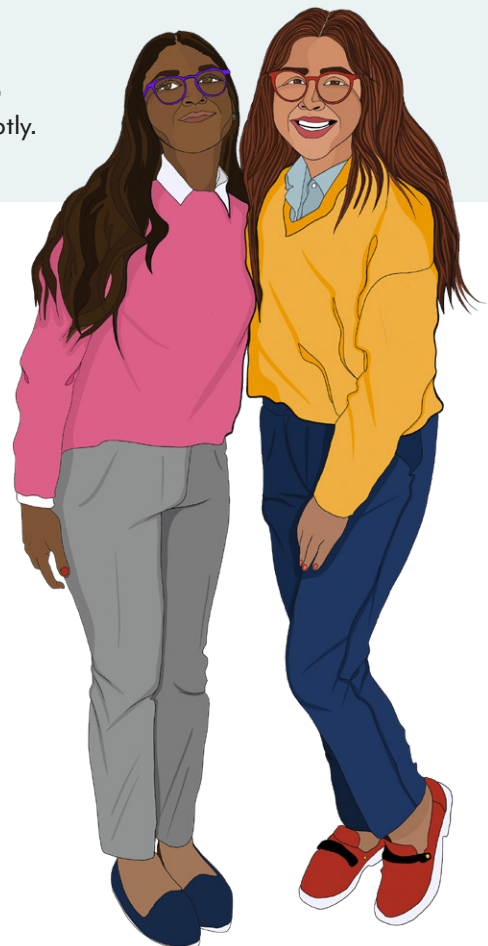
For site-to-site travel, at least two adults must be in the vehicle (the second cannot be the driver). Contact CWSP first so we can obtain parental consent.

Parental Pick-Up

Any parent drop-off or early pick-up must be coordinated with CWSP. Students cannot leave early without prior approval. We will confirm authorization with you.

Unplanned Changes

In emergencies (e.g., severe weather, protests, building evacuations), CWSP will adjust routes and times and communicate updates promptly.



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