

Welcome!



CRISTO REY

Supervisor Training

Team



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Agenda



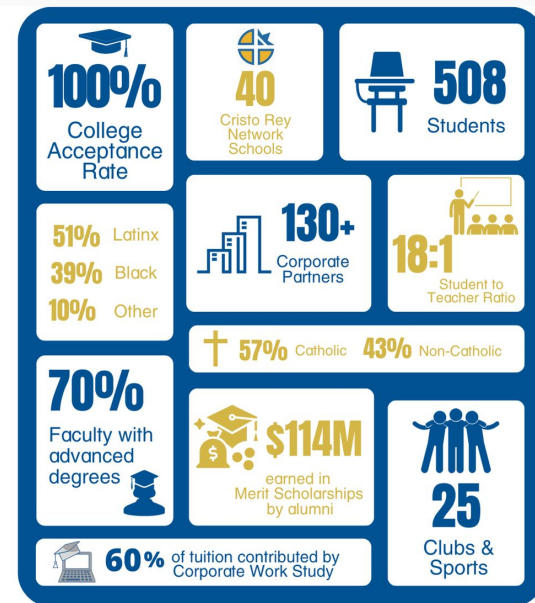
- Program Overview
- Student Training and Onboarding
- Supervisor Best Practices
- Student Expectations
- Accountability and Feedback
- Additional CWS Policies
- Q&A



About CRAJ



- Cristo Rey Atlanta Jesuit High school (CRAJ) first opened its doors in 2014
 - 10 + years of serving students across Atlanta!
- Part of a network of 41 Cristo Rey schools nationwide
- The CWS program funds roughly 55% of the operating cost of the school - the rest is met largely through donations



CRAJ Mission



- Providing students with a rigorous college-preparatory Jesuit education
 - Forming men & women for others
 - Educating the whole person (cura personalis)
- Serving students of limited economic means
 - Providing all students with a safe and supportive environment
- Preparing students for college and for life
 - Includes valuable corporate employment experience
 - 100% of CRAJ graduates are accepted into college

Program Overview



Student Work Hours

- Monday-Thursday
 - Monday - Freshmen Workday
 - Tuesday - Sophomore Workday
 - Wednesday - Junior Workday
 - Thursday - Senior Workday
- Workday begins: 8:30AM/9:00AM
- Workday ends: 3:30PM/4:00PM

Student Intern Timeline



FRESHMAN YEAR

- Introduction to basic skills needed for entry-level, corporate office-style jobs.

SOPHOMORE YEAR

- Increased understanding of office culture, professional skills, and daily responsibilities
- Building credibility with their supervisor and colleagues.

JUNIOR & SENIOR YEAR

- Substantial increase in responsibility
- Focus on professional work interests and skills
- CWS job should be akin to college-level internship experience



Transportation Overview

- **Bus**

- Depart from CRAJ around 8 am, arrive between 8:30-9 am
- May be picked up by the bus between 3-4 pm

- **MARTA**

- Students are provided with Marta cards
- Depart from the school in groups and arrive by 9am

- **Walkers**

- Students depart from CRAJ at 8:30 am and arrive by 9am

- **Direct-to-Work (DTW)**

- Students/parents must have a contract with CWS

Examples of Student Tasks at Work



- Monitor company's social media for content trends
- Write monthly articles for internal newsletters
- Help with planning company events, front desk and greet guests
- Require students to present on an interest or current news event
- Attend company meetings and take notes
- Build a training guide for next year's CWS team
- Help research your company, competitors or potential partners

Supervisor Best Practices



Welcome: Getting Started

Welcome students to your office

- Does your whole team or department know the student(s) is joining you? Are they as excited as you are?
- Send out an explanatory email, share a bio/blurb and picture of the student in their first week or two.
- Have colleagues sign up for a mandatory-fun lunch or coffee break w/ a student, etc.
- Your goal: by the end of day one, the student feels like a valued team member.



Welcome: Getting Started

- What does your student need to do the job? Company hardware or CRAJ Chromebook? Software/email/calendar/video conference access?
- Do you have any 'pre-reqs' that will need to be signed/completed by CWSP, parent/guardian or student before student can begin?
 - Will students need to get a background check or medical test (TB test, flu shot, etc.)
 - Please ensure your Relationship Manager is aware and working with you on this.

Welcome: Engaging Students at Work



- Rotate amongst team members/departments
- Involve them in meetings & company events
- Opportunity to shadow or interview another employee, based on their career interests (e.g., doctor, lawyer, etc.)
- Long-term projects for students to do after their daily tasks
- Plan for a lunch buddy/mentor

Guide: Communication



- **Set expectations.** If you don't express it, you can't expect it.
 - Tell students what you need them to do.
 - Don't assume they know what you mean.
 - Welcome questions.
 - Have them repeat directions back to you - or read their notes back to you.
- Consider different communication channels - direct message, text, call, video conference, email, etc.



Guide: Time Management & Accountability

- **Set specific expectations around completion time**
 - "I would like this to be completed by..."
 - "What do you think is a reasonable timeline for this work to be done by?"
 - "The deadline is..."
 - "I will email/call you at ----- to check on progress OR I expect you to initiate a check in at 12pm to assess progress."
- **Clear and Concise!!!**

Guide: Communication



- **Again, set expectations**

"I expect you to ----- during a meeting (virtual or in person)

- "Here is what communication looks/sounds like in this situation"

- **Assign students a task to improve their communication**

- "Prepare 3 questions during the meeting, take notes, and be prepared to share"
- "Let's work on your note-taking together."
- "Chat with me about two things you learned during the meeting today"

Grow: Feedback



- Catch students being good FIRST
 - Don't sugarcoat, but try to find something to praise early on in the student's placement.
 - If you praise before you give honest constructive feedback, students will be more open to growth.
 - Explain to students that you are a coach, their mentor, their supervisor and your job is to give positive AND constructive feedback.

Supervisor Testimonial



- Blair Banks

Social Responsibility, Culture & Community Specialist

NORTH HIGHLAND



Student Training & Onboarding

Summer Academy Business Training Institute



- Incoming freshmen and transfers participate in a week-long orientation known as Summer Academy to prepare for their jobs
 - Trained on email etiquette, time management, and taking MARTA, among others
- All students participate in job training known as Business Training Institute
 - Review content for upperclassmen and introduce new content for freshmen and sophomores
- Both include speaker panels and interactive workshops

Orientation



Date: **September 4th, 2025**

- Opportunity for you and your coworkers to meet and welcome your student interns to your company
- Students will be chaperoned by a CRAJ faculty or staff member to and from their new job
- Meet with direct supervisors, completing needed paperwork and getting security badges
- Please communicate with CWS what time you would like students to arrive at your office
 - Orientation can range from a couple hours to a full day depending on what you would like to cover

Orientation



Sample Schedule

- 9:00AM - 9:30AM: Welcome CWSP Student Workers and Faculty/Staff Chaperone
- 9:30-9:45 AM: Student Introductions and Icebreakers
- 9:45 AM - 10:30 AM: HR Presentation and Overview of Company Policies
- 10:30AM - 11:00AM: Meeting with Hosting Departments
- 11:00AM - 11:30AM: Complete Onboarding Paperwork
- 11:30AM-12:00PM: Welcome Lunch
- 12:00 PM: Dismissal

Student Expectations

Attendance

Being on Time to Work



- All students are required to be at work by 9am
- If a student will be absent or late to work they are expected to communicate with their RM and supervisor before 7:30 am
- If a student has not arrived at work by 9:15 am and you have not heard from them or CWS staff, please reach out to their RM
- Please communicate with CWS about habitual lateness, so that this can be addressed with the student



Make-up Days

- If a student misses a day of work, it is their responsibility to obtain a make-up form from CWS and bring it to their supervisor
- Students are able to make-up missed work days over school breaks (e.g. thanksgiving break, spring break, etc.)
 - Students cannot miss a regular school day to make up their workday
- Students who do not make-up their workday and do not get their workday waived by their supervisor will be charged \$350
- Students will not be excused from missing work for doctor's appointments or other commitments

Uniform



- Students are expected to be in full uniform
 - Additional uniform policies can be found in the Partner handbook
- CRAJ full uniform includes the following:
 - White, long-sleeved oxford shirt
 - Cristo Rey Tie
 - School Blazer
 - Gray Uniform Pants
 - Black Belt
 - Black Dress Socks
 - Black Closed Toe Dress shoes



Technology Use



- We encourage you to set norms early on about phone and internet use
- Student workers are not permitted to use electronic devices while working unless they receive explicit supervisor permission
- Please let CWSP know if a student worker uses electronics inappropriately

Lunch



- Students are provided bagged lunches by CRAJ - it is not the company's responsibility to provide lunch for the student
- The timing, and duration of a student associate's lunch is at his/her supervisor's discretion
 - Please communicate with your student how long they should be taking for lunch and when you expect them to return
 - Require students to check-in with you before and after they go to lunch for safety purposes and to ensure accountability
- Encourage student workers to use a company break room or common space to eat lunch
- Students are expected to remain on company's campus during their lunch break
 - Two adults should accompany students to all off campus events

Alumni Experience



Marcus Trawick IV
% 2022
Georgetown
University



Caitlyn Sipin
% 2025
The College of
Wooster

Accountability & Feedback

Evaluation



Students are evaluated on the following 10 Professional Skills:

Good Judgment	Work Efficiency	Reliability	Teamwork
Willingness to Learn	Adaptability	Initiative	
Enthusiasm	Professionalism	Communication	

Timecards

- Timecards are one of the primary means to gauge student performance on a regular basis
- Providing detailed feedback and rating students promptly and accurately helps the CWSP better understand how students are doing at work and if they need additional support
- If a student receives 1s or 2s, a member of CWS will reach out to the supervisor(s)
- Timecard ratings and feedback help determine which students will be named student of the the month

The screenshot shows the 'Cristo Rey NETWORK' time card form. At the top is the school's logo and name. Below is a section for 'Time Card Details' containing fields for 'Student Name' (Jonathan Student) and 'Date Worked' (07/15/21). An 'Activities' section has a text area with a description of the student's work. Below this are three time-related fields: 'Hours Worked' (7 hrs 30 min), 'Time At Lunch' (0 hrs 45 min), and 'Hours Worked Without Lunch' (6 hrs 45 min). There are radio buttons for 'I would like to update the hours worked?' with 'No' selected. The 'Performance' section features a rating scale from 'Unsatisfactory' to 'Exceptional', with 'Met Expectations' selected. Below the scale is a text area for 'Additional Comments'. At the bottom, there are radio buttons for 'Share comments with student?' and 'Request a follow up from Cristo Rey?', both with 'No' selected. The final section, 'Other Time Cards To Approve', contains a message about approving open time cards and a search bar.

Site Visits & Performance Evaluation



- The U.S. Department of Labor requires two site visits as a condition for permitting our work program.
- These site visits allow CWSP to learn more about student workers' performance and assist supervisors with any issues that may have developed.
- The Cristo Rey Network requires supervisors to complete two performance evaluations on each student worker
 - December and May surveys



Performance Evaluations

- The Cristo Rey Network requires supervisors to complete two performance evaluations on each student worker
- In December and May, each supervisor will receive an email with the survey for each of their students.
- CWSP and the network uses the data from the evaluations to gauge student worker performance and to adjust the CWSP curriculum.
- Please complete these evaluations honestly and promptly as they are required by the Department of Labor



Termination & Retraining

- If a student is not performing at work or displaying behavior that is unprofessional (e.g. leaving work early, napping, spending too much time on their phone, etc.) please reach out to the student's RM as soon as possible!
- Students that continuously exhibit unprofessional behavior may be asked to remain at school on their work days for retraining with the CWSP
- If you feel the issue(s) is irreconcilable and choose to fire the student, the CWSP will work to find another student to take their place that may be a better fit
- Please communicate issues to us as they arise and allow us time to address them with your student, as opposed to firing them without warning

Additional CWS Policies

Additional CWS Policies



- Remote Workdays
- Athletics Policy
- Parents
- Illness at Work
- Social Media
- Inclement Weather
- Office Parties
- Summer Work



Remote Workdays



- If your office will be closed on a student workday please let the CWSP know as soon as possible
- Students that are unable to go into the office on their workdays will remain at school in the CWS suite
- If you will be out, but your office will be open, please try to arrange for another colleague to supervise the student in your absence
 - Otherwise please provide your student with remote work to complete on their workday

Athletic Policy



- When a student is in season, they must provide their supervisor with the Athletic contract
 - States the dates they need to leave early
 - Students will offer days they can make up the missed hours
 - Students/RM will provide the students Game schedule
 - RMs will give all supervisors prior notice when they have an athlete in season
- Students ARE NOT PERMITTED to leave work early for Practice!



"Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate ready to succeed in college and in life."

Student Athlete/Corporate Work Study Contract
2025-2026 School Year

I, _____ (Student's Name) adhere to the following rules of this contract, mandated by Corporate Work Study [0.0264c] to me to complete in athletic events. I also acknowledge that CWSP takes precedent over any Athletic event, and I will prioritize my work responsibilities ahead of my athletic events. I agree to adhere to the following rules:

- I shall not leave early from work to attend practice.
- I am responsible to coordinate with my coach to arrange travel arrangements from my CWSP placement to the game (if necessary).
- I am providing the schedule of the days I am requesting early departure to my supervisor:

Date of Game	Time Requested to Leave	Suggested Make-Up Day

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

RM Signature: _____

Date: _____

Parents



- Please do not communicate with CRAJ parents
- If there are questions or concerns about a student, please reach out to the CWSP and we will work with you on these
- Parents should not visit student's workplaces at any time



Illness/Medication at Work

- If a student is sick at work or needs over the counter medication please contact the CWSP
- We will communicate with the student and their parents to determine if they should return to school or can go straight home
- Please do not allow a student to leave work without communicating with the CWSP

Social Media



- In initial onboarding paperwork, parent and students consent to the use of student image, likeness and name by CRAJ and job partners
- Partners are allowed to use student photos for social media, newsletters and other PR/marketing purposes
- We ask that for student safety and privacy that partners use student first names only when posting on social media or other sites

Inclement Weather and Holidays



- Students will not report to school or to work on school holidays, or in the case of inclement weather
 - Students taking the SAT, PSAT or AP tests will also not report to work if those tests are scheduled on their work days
- The CWSP will communicate with job partners about school holidays, student testing days and inclement weather
- The CWSP calendar is a great resource to help job partners keep track of the student work schedule

Office Parties and Gifts to Students



- Some Job Partners request that student workers participate in office parties
 - Students are not permitted to miss class to attend office parties
- Students may not, under any circumstance, attend any office gatherings that include alcoholic beverages
- Appreciation for a job well done can be recognized through student evaluations and student worker recognition by the CWSP, like the student of the month award
- Any gifts or special recognition is optional and at the sole discretion of the Job Partner

Summer Work



- Job partners may offer their student interns the opportunity to work for them during the summer
- Any money that students make goes directly to them
- The CWSP oversees the payment and paperwork process

Getting More Involved with CRAJ

Volunteering



- Participate in speaker panel or share your experiences as a supervisor during a monthly Lunch & Learn
- Serve as a mentor to a CRAJ student and meet with them monthly for lunches
 - See this [link](#) for more information or reach out to [Ann Curvin](#)

Support the Flames!



- Attend Heritage Day (February, 13, 2026)
- Many of our students participate in sports and extracurriculars
 - Supervisors and coworkers are always welcome to attend a game or competition to support their student interns
 - Please reach out to the CWSP if you would like a schedule or visit this [link](#)
- Attend graduation (May 28, 2026) or College Signing Day (May 22, 2026) in the spring

Partner Appreciation



- April 30th, 2026- NCR (Time TBA)
 - ` Supervisor of the Year Awards
 - Company of the Year
 - New Awards???

Questions?

Thank you!