

PROBLEM SOLVING TIPS



If you are experiencing a problem with your supervisor/workplace mentor, please consider these options:

- Call your job coach, ask them to help you work through your issue
- Talk to your supervisor directly



If you are experiencing a problem with your fellow employees, please consider these options:

- Talk to your supervisor/job mentor
- Call your job coach, ask them to help you work through your issue



If you are experiencing a problem with transportation, please consider these options:

Remember, reliable transportation was a critical requirement when applying for summer internship!

- Use your personal resources, i.e. parents, relatives, friends, neighbors, etc.
- Do NOT ask fellow employees for a ride unless absolutely necessary
- Call your job coach, ask them to help you work through your issue – maybe your hours could be changed to assist in your immediate transportation problem



If you are experiencing a problem with the number of hours you are receiving, please consider these options:

- Talk to your supervisor/job mentor
- Call your job coach, ask them to help you work through your issue



If you are noticing an issue with your paycheck, please consider these options:

***REMEMBER – you must be paid by a payroll check with the appropriate taxes being withheld – i.e. federal, state, local, social security, etc. That ensures that you are being covered under Workers Compensation in case an accident occurs!*

- Talk to your supervisor/job mentor
- Call your job coach, ask them to help you work through your issue



If you are experiencing other problems or cannot reach your job coach, please:

- Call the Career Services Office at (440) 774-1051, Ext. 22468 - leave a message if no one answers. Ms. McIver will be checking messages periodically.

**PLEASE DO NOT FEEL THERE IS NO ANSWER TO YOUR CONCERNS –
SOMEONE WILL BE AVAILABLE TO HELP YOU AND THERE SHOULD BE OPTIONS TO
ADDRESS YOUR ISSUES!**