1. Prepare
- Determine supervision and hiring mechanisms
- Secure office space and equipment
- Gather funds to pay students

2. Train
- Train students for high quality, consistent work with:
  - Observation and shadowing
  - Written manuals
  - Practice interviews
  - Suggested topics:
    - Jurisdictional structure, processes, and protocols
    - Databases and electronic systems
    - Tips, tricks, and techniques
    - Privacy rules and confidentiality

3. Manage
- Coordinate schedules between students to ensure coverage
- Schedule team meetings and supervise students
- Engage students in additional activities depending on your needs and their availability

4. Evaluate
- Evaluate both the students and management to facilitate process improvement and ongoing success
- Formal evaluation example: exit interviews
- Informal evaluation example: day to day conversations
- Take note of opportunities students accept when leaving the team

Accessible version: https://www.cdc.gov/foodcore/practice/building-successful-student-team.html