

# STUDENT EMPLOYMENT TOOLKIT



## SUPERVISOR COMMUNICATIONS

### Setting Goals & Expectations

Sample questions:

- What's most important that I learn first?
- What goals do you have for me to accomplish in the first month?
- How will you evaluate if I'm meeting your expectations?
- What are you working on, and how can I help?

### Asking Questions & Asking for Help

Sample questions:

- What's the best way to ask you questions? Is it alright if I ask you questions as I think of them or should I wait until we check in once a week?
- How do you like to communicate, would you prefer emails, texts, or face-to-face communication?
- How should I tell you when I might need to adjust my schedule?
- Ask for help prioritizing goals. Which project would you like me to start first? What else do you need help with?

### Asking for Feedback

Self-reflection questions:

- What is one area you think you do well in this job?
- What is one area you think you could improve on?
- What do you think you'll need from your supervisor to be more successful?

### Start a conversation to ask for feedback:

"I've been working here for the last few months, and I've been working on getting better at xyz task, what have you seen me do that you think I can improve on?"

Sample Questions:

- What have you seen me do that I do well?
- How can I learn more about \_\_\_\_?
- What projects or goals would you like to see me accomplish this semester?

# STUDENT EMPLOYMENT TOOLKIT

## SUPERVISOR TOOLS

**More than 1,800 students work on campus each year developing important professional skills - brief, structured conversations can help make the learning more visible to the students.**

As a supervisor, you help students learn real-world skills and may already be having some of these conversations with your student employees. To assist you, here are some tested questions for student employees to facilitate reflection. Weave the questions into your conversation and put the questions into your own words.

### 4 Guiding Questions:

- How is this job fitting in with your academics?
- What are you learning here that's helping you in school?
- What are you learning in class that you can apply here at work?
- Can you give me a couple of examples of things you've learned here that you think you'll use in what you're planning for after Brandeis?

### Conversation Tips

Consider sending students an email with the questions or topics you plan to cover.

Approach these questions as if you are having a conversation. Feel free to ask the questions in any order and let the conversation flow naturally.

If your student employees are having a hard time answering these questions, feel free to share your ideas or observations on what they are learning on the job.

Follow up later in the semester and refer to the previous meeting to review and revisit the same questions.

**ENCOURAGE STUDENTS TO COMPLETE  
THE STUDENT EMPLOYMENT TOOLKIT**



**Brandeis** | HIATT CAREER CENTER