

# 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**



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