

Casual Conversations to Have with Student Employees

Guidelines for Use	<ul style="list-style-type: none"> The following questions can be selected based on where the student employee is in their term of employment or based on specific topical areas you would like to address. Questions can be posed in various settings (casual conversations, one-on-one conversations, group discussions, email, etc.) but be mindful of student privacy as some of these questions are being asked. If you feel like a student needs additional support based on your conversations with them please refer to the Dean of Students web site: Students of Concern
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1	Opening the Dialogue/Recurring Questions Welcome your student employee!	<ul style="list-style-type: none"> How are you? How are your classes going? In addition to working here is there anything else you are involved with on campus? Is there anything you would like to discuss today? What are you most excited about in your job? What are you most concerned about in your job?
2	Student Wellness	<ul style="list-style-type: none"> How are you balancing work and school? How can I support you? How would you describe your sense of connection or belonging to the UVM community? Where do you feel most comfortable, at home or on-campus? Do you have the resources you need within UVM or a larger community? Are there additional resources you need?
3	Job Development	<ul style="list-style-type: none"> What do you like about your job? How satisfied are you with your work on project X in your role here? Is there anything standing in your way of making changes or progress in your work? What do you think are the key skills in your role? How do you rate yourself in them? If you were given the opportunity, what projects would you like to work on/ skills would you like to learn or practice? Are there any areas that you find particularly challenging that you would like to develop and expand upon?
4	Work Environments and Relationships	<ul style="list-style-type: none"> Do you have any suggestions for changes or improvements in your work environment? How do you describe your relationship with the other staff members? With customers? What are ways or things I could do to further embody the mission and vision of our unit
5	Closer to Graduation, End of Employment, or End of Term	<ul style="list-style-type: none"> What projects have you worked on this year and what were your contributions/ accomplishments in those projects? Where do you see yourself / where would you like to be in 3/5/10 years from now? What, if any, are there between the work you did here and what you were studying in the classroom? How do you see your work her aligning with your future goals? How do you feel about graduation?
6	Closing	<ul style="list-style-type: none"> What can I do to better support you as a supervisor? What questions do you have? When is a good time for us to meet again?