Steps for Student Meetings

1.	Notify your student(s) one week in advance that they will be having a brief discussion with you.

2.	Download and print the _Student Meeting Prompts_ for your meeting. This provides you with the prompts and room to take notes.

3.	If your student employee shows difficulty in answering any prompts, feel free to assist them. There is no time limit or minimum on your meeting.

4.	Once you have discussed the prompts in full, allow them to take the _Student Survey_ on a computer or mobile device. The link to this survey is available to you at any time via the Office of Student Employment. Once the survey is up, allow the student to take the survey anonymously.

5.	After the student has submitted their survey answers, wrap up the meeting by scheduling your next one. (i.e. If this is your first meeting, schedule your mid-term check in. If this is your mid-term check in, schedule your final [follow-up] meeting.) These meetings should all be one month apart.

6.	Unless the student has more to discuss, you may end the meeting here.

7.	Submit a copy of your _Student Meeting Prompts_ to the Office of Student Employment. You should submit one per student. We recommend keeping a copy of this form for you to reflect on in future meetings.

We highly recommend for any notes to be directly related to the student's experience with their job and this program. We will not use any information without the student's permission, unless waived. Should a reportable issue be noted during a meeting, please see the provided resources in the back of this packet. We ask you to protect your students by connecting them with the appropriate resources when or if necessary.

For questions or more information, contact the Office of Student Employment at 207.581.1349.
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