

SPARTAN READY INSTRUCTIONS AT A GLANCE

WHAT IS THIS? This document outlines supervisor instructions for Spartan Ready

Steps for Conversation One:

1. Determine whether a small group meeting or individual meetings work best for your student employees.
2. Send your student employees an email or paper memo (whichever works best in your area) a week before your meeting with the following information (you may find it useful to use some of the language from the template email provided in the Spartan Ready resource folder):
 - a. An explanation of why you are having these conversations
 - b. The list of questions you'll be discussing
 - c. Instructions to think about these questions and have answers prepared for the meeting
4. 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. You may find it useful to brainstorm with other supervisors or your Human Resources representative on the key things you expect students to learn from jobs in your area.
5. 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.
6. You may find it useful to take notes during the conversation to refer to in the next conversation.
7. Wrap up the conversations by reminding your student employees that you will be meeting again at the end of the semester for a similar conversation.
8. Remember we have provided you a list of campus resources (in the Spartan Read resource folder) in case a student employee indicates that they made need extra help.

Steps for Conversation Two:

1. Determine whether a small group meeting or individual meetings work best for your student employees.
2. Send your student employees an email or memo a week before your meeting with the following information.
 - a. Refer to the previous meeting and inform students that the questions you will be asking are the same questions as in the last meeting.
 - b. The list of questions you'll be discussing.
 - c. Instructions to think about what they have learned this semester, particularly anything new they have learned since you last met.
 - d. Note that the student may repeat some of the same things you discussed in the earlier conversation. This is fine.
3. 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.
4. You may find it useful to take notes during the conversation to refer to in the next conversation.
5. Remember we have provided you a list of resources in case a student employee indicates that they made need extra help.

