

# SUPERVISOR CHECKLIST

## BEFORE THE START OF THE TERM:

- Review the [job posting](#) for accuracy and appeal; look for opportunities for flexibility (task choice, project choice)
- Send a welcome message to the student with any helpful information before the first day of work (dress code, where to park, bus routes)
- Have this term's co-op students update the orientation manual
- Build your “nice to get done” project list to provide smaller and larger work during less busy times

## START OF TERM:

- Officially welcome the student to the organization
- If your organization is large enough, provide the student with an organizational chart so they can situate your department's work within the larger organization
- Review the job description – explain the importance of the work to the organization
- If possible, provide a mentor or co-op student buddy
- Set up a “getting to know you” introductory meeting where you learn about students' program, career goals, work term goals, skills, etc.
- Establish channels for quick problem-solving
- Establish [goals](#) with students
- Discuss opportunities for flexibility, autonomy, and if/how students should share ideas

## DURING THE TERM:

- Create social opportunities to connect co-op students with each other and full-time staff
- Set up weekly 1:1s with students
- Understand the [student performance evaluation](#); have students complete a self- assessment or reflection activity
  - Sample reflection activity: end of week “status update” – What went well this week? What questions/challenges I'm having? What have I learned (skills, knowledge)?
- Review and update goals
- Seek opportunities to acknowledge the importance of students' work to the organization
- Provide some dedicated time for special project work or PD/training
- Consider having career conversations to help students see different career pathways and/or opportunities within your organization

## AFTER THE TERM:

- Keep track of student graduation dates so you can make post-graduation job offers to your preferred former co-ops!