



# SUCCESS CHECKLIST

## Supervisor Training

Identify staff who will supervise the students and provide training or coaching if this is their first time managing an employee or their first time managing a young person (Gen Z or Gen Alpha).

## Projects and Training

For students who will only be working for a limited period (e.g. a summer), choose some projects and assignments that can be completed during that period so that the student can experience a sense of accomplishment and be celebrated for their achievements. Also, prepare any training needed to support the students so that they can achieve expectations.

## Making Connections

Identify other opportunities and resources for students to meet a broad range of employees at the organization. If possible, have them join one or more teams where they can further develop their collaboration and communication skills. Introducing students to broader groups allows them to build their professional networks.

## Job Description

Prepare a detailed job description that is specific about what outcomes the organization is looking to achieve and what skills and experiences the organization is looking to provide to the students

## Constructive Feedback

Decide on how your organization will provide ongoing constructive feedback and feedback when the students employment ends

## Reference Letter

Have a form of reference letter which can be provided to a student at the end of their employment, subject to satisfactory performance, which captures not only their performance but what skills they have developed in the workplace