Student Employee Training and Development Checklist

The following are items that should be covered with student employees to ensure that they are receiving consistent training/development opportunities throughout the division. You may already have some of these items incorporated into your training/development and this checklist is not intended to replace items already in place but as a reference for you.

Mandatory Items

☐ Welcome to the Division of Student Life (DSL) memo from Dean Lori Berquam (during training period)

☐ DSL annual report (highlight the offices and Wisconsin Experience), divisional mission and values (during training period)

☐ University Values (during training period)

☐ Informal evaluation via feedback (should occur at least twice a semester)

☐ Formal evaluation tool that is consistent for students (at least once in the student’s “year”)

☐ Feedback with student to connect current student life employment to future work experience (at any time that is applicable or after evaluation)

Additional Resources

☐ Attend a social justice programming for students working the academic year (if wages allow for opportunity)

☐ Campus Security Authority (CSA) Online Training (if applicable)

☐ Supervision worksheet

☐ Getting to know you info sheet

☐ SPA Madison opportunity

☐ Student Affairs Mentoring (SAM) opportunity

☐ If you would like CLT presence at a student appreciation event, please ask the desired CLT member with as much notice as possible