

# supervisor SUMMER OUTREACH weeks

We've learned that when LifeWorks supervisors intentionally connect with their incoming students over the summer before the start of the fall semester, it pays dividends for both the students and the supervisor. We know many supervisors already do this, but we'd like to make a collective effort to ensure that all new students hear from their work supervisor before their arrival in August.

With this in mind and with the start of the fall semester just a few weeks away, we're excited to kick off the Supervisor Summer Outreach! These two weeks are an intentional time set aside for LifeWorks supervisors to reach out to their new student workers. Please plan on connecting with your new students at least once during this timeframe using the list of students and contact information provided by the LifeWorks Office.



## WHY DOES EARLY OUTREACH MATTER?

Our goal in promoting early outreach is two-fold: 1) To connect and build relationships with students as soon as possible and 2) To improve recruitment and retention of students in their LifeWorks job placements. We've found that students who have had communication and connection with their staff supervisor, as well as other students on the team, before arriving on campus tend to not only show up for work the first day in August but also continue to show up and work throughout the fall semester. Building those relationships and connections soon after their LifeWorks assignment communication pays off in the form of retention.

## OUTREACH TOOLKIT

Find helpful tools and ideas from other supervisors on ways to connect with your new student workers, whether you're a new LifeWorks supervisor or a veteran supervisor. The **Supervisor Summer Outreach Toolkit** can be found on Viking Web ([vikingweb.berry.edu/ICS/Employee/LifeWorks\\_Supervisors/Supervisor\\_Outreach\\_Toolkit.jnz](http://vikingweb.berry.edu/ICS/Employee/LifeWorks_Supervisors/Supervisor_Outreach_Toolkit.jnz)) and includes example welcome email scripts, Zoom meeting ideas, and more. Feel free to pick and choose what works best for you and your team or just browse for new ideas.





## HAVE FUN WITH IT!

We know many supervisors already have great communication and on-boarding plans for new student workers. Is there anything else you'd like to try differently this year? Maybe host a Zoom meeting so new students can meet you "face-to-face" and ask questions before August? Maybe your summer student work team wants to make a short welcome video? Have fun with it and do what works best for you and your department.



## QUESTIONS OR CONCERNS?

Contact the LifeWorks team at [lifeworks@berry.edu](mailto:lifeworks@berry.edu) or 706-236-2244 if you have any questions or if we can be of assistance with any of your outreach plans. Also remember to check out the LifeWorks Supervisor Resource Center ([www.berry.edu/ppd/lifeworks/supervisor-resource-center](http://www.berry.edu/ppd/lifeworks/supervisor-resource-center)) for helpful information throughout the year.



LifeWorks Program