

## Supervisor Summer Outreach Weeks

### Staff Supervisor Welcome Email Script

Below is a short welcome email that might be helpful as an example. Adapt as needed to work best with your team. Many supervisors already have a standard welcome email. Feel free to use and include what works best for you and your team. This example just pulls in some ideas from what other supervisors have found helpful when welcoming new students and helping set the stage for work roles.

Hi *[insert student name]*,

My name is *[insert supervisor name]* and I am the *[insert position title]* at Berry College. I will be your staff supervisor for your student work position at Berry this fall and our team is excited to meet you soon.

As you may already know, at Berry we believe that holding a work position while you're a student will not only allow you to gain broad, valuable skills like teamwork, professionalism, and time management, as well as providing job-specific skills such as safety training and machine/equipment experience.

*[Additional content that might be good to include and share]*

- You will be a *[insert specific position here]* team with the *[insert department]*.
- This position involves *[insert a brief description of department role/responsibility]*.
- Ask for their resume. Some supervisors find this helpful to learn more about students' past work, volunteer and involvement experience.
- Include any questions you need answers to such as contact information, class schedules, etc.

*Example:*

*This fall, you'll be a Groundskeeper with the Main Campus Grounds department. Did you know that Berry's campus is the largest in the world with 27,000 acres? While we don't directly maintain every acre, we have a lot to care for and manage here! We take great pride and responsibility in keeping the campus looking great for our campus community and the thousands of visitors we have every year. We hope that you are excited to join us in that pride of what will soon be your campus, too.*

Soon you'll hear from your student supervisor, who is an upperclassman that has a leadership role in our department, to provide some additional details for the start of the semester. Please feel free to respond with any questions or concerns you may have.

We're excited to meet you soon and hope you enjoy the rest of your summer!

Thank you,  
*[Insert supervisor name]*