

Supervisor Summer Outreach Weeks

Zoom Meeting Example Script

Below is a short outline and more detailed example of a Zoom call script that might be helpful to include if you host a Zoom meeting with your new incoming student workers. Adapt it as needed to work best with your team. These are just suggested ideas of what other supervisors have found helpful to set the stage and also address any questions/concerns students might have prior to their arrival in August.

Zoom Call Outline:

1. Introduce Yourself and/or Student Supervisor
2. Ask students to introduce themselves
 - a. Feel free to play icebreakers like:
 - i. "3 Things!", "2 Truths & a Lie", etc
3. Discuss specifics of jobs:
 - a. Name of your work team within your department, primary department name or hierarchy of where your department reports to so the student team can get a high-level understanding of role and significance.
 - b. Big-picture mission/vision for your team/department
 - c. Goals or objectives for the next 3, 6 or 12 months in your department
 - d. Why students are important for achieving those goals
 - e. How you work with the team as a staff supervisor
 - f. What a typical day is like within your department/team
 - f. Your expectations for team members (timeliness, dependability, communication, etc.)
4. Next steps for the weeks before the semester begins and/or on-campus training plans
5. Ask for questions & thank students for attending

More Detailed Example Zoom Script:

Staff Supervisor: "Hello everyone! My name is *[insert name]* and I am the supervisor for the *[insert team/department name]* team/department. I appreciate you all logging on to our call today so we can get to know each other a little bit more."

*If student supervisor is participating: "Today I have our student supervisor, *[insert student supervisor name]* with me to help make sure everything goes smoothly and to introduce him/herself. They can share with you a little bit about their experience on our team, their role as a student supervisor, and general experience at Berry."

Student supervisor: "Good afternoon everyone, my name is *[insert name]* and I'm excited to be here with you all today!"

Staff Supervisor: "Now we'd like to ask each of you to introduce yourself and share just quickly about yourself! You can share your name, where you're from, your intended major at Berry, and what you are looking forward to most at Berry."

Students introduce themselves

Staff Supervisor: “Okay, well we’ll go ahead and get started with our discussion today. I’m going to explain a little bit about what our department does and our goals from a high level, and then I’ll let *[insert student supervisor name]* explain more about what things look like from a day-to-day perspective.”

Staff Supervisor shares information

Student Supervisor: “Hello again everyone! I’m excited to share more details about your role and my experience within the department.

- Discuss things such as:
 - Your experience on the team, what you have learned from the position and why you decided to become a student supervisor
 - What types of activities the student would be doing “day-to-day”
 - Expectations for students with communication, scheduling, etc.
 - How scheduling is completed – where students can find schedule, how far in advance, asking for time off, etc.
 - Who students should communicate with primarily, how students should communicate with supervisors and/or other team members
 - What to wear and bring to work each day
 - Opportunities for promotions within the team
 - Training – when this takes place (during Viking Venture, another time, etc.), what to bring, etc.

*Remind students to complete survey (or questions) if one was sent in the welcome email to get things like:

- Contact information
- Student schedules
- Birthday
- Favorite foods/candy
- Any comments/needs (Allergies, work concerns, etc.)

Staff Supervisor: “Okay, well thank you *[insert student supervisor name]*. Hopefully that gives you all a good understanding our department, as well as our day-to-day operations and expectations from our student team. Does anyone have any questions?”

- Open it up for questions. Brief Q&A.

Staff Supervisor: “We are excited to have you all join our team soon and become part of the Berry family! If you have any questions or concerns, please reach out at any point and we’ll be happy to help answer those. Enjoy the last few weeks of summer and we’ll see you on-campus soon.”