

CASUAL CONVERSATIONS

Guidelines for Use

- The following questions can be selected based on where the student employee is in their term of employment or based on specific topical areas you would like to address
- Questions can be posed in various settings (casual conversations, one-on-one conversations, group discussions, email, etc.) but be mindful of student privacy as some of these questions are being asked
- If you feel like a student needs additional support based on your conversations with them, please refer to the list of resources provided below

OPENING THE DIALOGUE/RECURRING QUESTIONS

- How are you? How are your classes going?
- In addition to working here what else are you involved with on campus?
- Is there anything you like to discuss today?
- What are you most excited about in your job?
- What are you most concerned about in your job?

ONBOARDING NEW STUDENT EMPLOYEES

- What tools or strategies help you learn?
- What are some ways you have received feedback (at work, while volunteering, or at school)? What did you like and what would you change?
- Who do you admire? What qualities do you admire about them?
- What projects or goals would you like to accomplish this quarter/this year?

STUDENT WELLNESS

- How are you balancing work and school?
- How can I support you?
- How would you describe your sense of connection or belonging to the UW community?
- Where do you feel most comfortable or at home on campus?
- Do you have the resources you need within UW/larger community? Are there additional resources you need?

JOB DEVELOPMENT

- What do you like about your job?
- How satisfied are you with your work on project X/work in your role here? What is standing in your way of making change or progress in your work?
- What do you think are the key skills in your role? How do you rate yourself in them?
- If you were given the opportunity, what projects would you like to work on / skills would you like to learn or practice?
- Are there any areas that you find particularly challenging that you would like to develop and expand upon?

WORK ENVIRONMENT & RELATIONSHIPS

- Do you have any suggestions for changes or improvements in your work environment?
- How do you describe your relationship with the other staff members? With customers?
- What are ways or things I could do to further embody the mission and vision of our unit?

CLOSER TO GRADUATION, END OF EMPLOYMENT, END OF TERM

- What projects have you worked on this year and what were your contributions/accomplishments in those projects?
- Where do you see yourself/where would you like to be 3/5/10 years from now?
- What, if any, connections are there between the work you did here and what you were studying in the classroom?
- How do you see your work here aligning with your future goals?
- How do you feel about graduation?

CLOSING

- What can I do to better support you as a supervisor?
- What questions do you have?
- When is a good time for us to meet again?

Resources for Referrals

THE FOLLOWING resources can assist you if you recognize a student in distress or in need of resources beyond your unit's scope of work. We also encourage you to check-in with your manager regarding students that you have a concern about.

COUNSELING CENTER

You may schedule an initial appointment by calling the [Counseling Center](#) at 206-543-1240 or stopping by [401 Schmitz Hall](#). If you feel you need immediate assistance, the Counseling Center provides urgent care on a walk-in basis. If you are experiencing a crisis situation after hours and cannot wait until we are open, please call the [Crisis Clinic](#) at 866-427-4747. If you are experiencing a life-threatening emergency, dial 911.

HEALTH & WELLNESS

[Health & Wellness](#) provides support, advocacy, consultation, and education to the University of Washington campus community. Programs include the Suicide Intervention Program, Sexual Assault, Relationship Violence, Stalking, and Harassment Advocacy & Education, and Alcohol and other Drug Consultation and Education. Health & Wellness is located in [109 Elm Hall](#) and is a free service for all UW students. For more information, call 206-543-6085 or email livewell@uw.edu.

SAFECAMPUS

The mission of the [SafeCampus](#) campaign is to foster a safe and secure UW campus community. UW faculty, staff, and students share the responsibility of carrying out this mission. Telephone numbers are answered by staff specially trained to receive reports of potentially violent situations and provide resources and referrals to UW services. The SafeCampus numbers—Seattle: 206-685-SAFE (7233); Bothell: 425-352-SAFE (7233); Tacoma: 253-692-SAFE (7233)—are available 24 hours/day, 7 days/week.

AFTER-HOURS CRISIS CLINIC

If you need to speak to someone right away, please call the King County [Crisis Clinic](#) at 866-427-4747 or 206-46-3222, any time of day or night.

Additional Student Life Resources

The [UW Health and Wellness Wheel](#) illustrates different types of wellness and provides information and tools available at the UW.