

Career Skills GROW® Questions : Weekly & Annual Student Employee Meetings

Please use these reflection questions in supervisory meetings with your student employees. The first set are [Career Skills](#), which are informed by research from the National Association of Colleges & Employers (NACE). These are skills employers say students will need to be successful in their internships and full-time positions after college. These questions are meant to be used in meetings throughout the year. To aid in understanding of the themes and questions below, check out these resources on social identities, leadership styles, and values.

The second set are GROW® (Guided Reflection on Work) questions, which are informed by the reputable program at the University of Iowa. These questions connect work to additional areas of students' lives, including academics. These questions are meant to be used in supervisory meetings annually.

Career Skills : Weekly Meetings (Approx. 30 minutes - 1 hour)

Teamwork

1. What role have you noticed you play on a team?
2. What do you like most about working on a team? What do you find most challenging?
3. What is one proud moment you can think of as it relates to collaboration here? What is one moment that could have gone better?
4. Is anything getting in the way of your ability to collaborate? How can I help?
5. Do you feel that other team members listen to you? If not, how can I help?

Professionalism

1. What does professionalism mean to you? How about work ethic?
2. What messages did you receive about professionalism or work ethic while you were growing up?
3. Are the professional standards in our department clear? What can I help clarify?
4. Which professional standards are the most challenging for you? How can I help?
5. How might I help you navigate professionalism in the workplace?

Equity & Inclusion

1. What social identities have the greatest effect on how you see yourself? How have your social identities affected your career choices, as they exist today, and development so far?
2. Which social identities have the greatest effect on how others see you or interact with you?
3. How did identity manifest itself within your past work experiences, particularly in your supervisory relationships?
4. Do you have any triggers I should be aware of? How can I help you feel included as part of the team?
5. What aspects of identity and inclusion would you like to learn more about?

The questions above are recommended from [Identity Conscious Supervision](#) by Robert Brown, Shruti Desai, and Craig Elliott. For these questions [use this resource](#) to frame social identities for you and your student employee.

Critical Thinking

1. What are the top 3 challenges you notice in our department or in your role?
2. What is interesting about these challenges to you?
3. Are there ideas, big or small, you have that can help solve these problems? What gets in your way of solving problems?
4. What were some of your most powerful learning moments this quarter and what made them so?
5. What aspects of problem solving would you like to learn more about?

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Career Skills : Questions for Weekly Meetings, cont.

Communication

1. What is your communication style and how has it shown up in the workplace?
2. What have you noticed about the communication styles of the department and your teammates?
3. Is there anything you find challenging about these communication styles? How can I help?
4. How is listening an important part of communication? How might we foster this in our department and roles?
5. Are there any communication skills you'd like to work on or practice? Anything from writing to presenting to navigating conflict?

Technology

1. What digital technology have you used to complete the duties of your role?
2. Are there any that are challenging? How about easy? Tell me more.
3. Do you have access to the appropriate technology to complete your work?
4. What types of technology is being used in your current career field of interest? How can we help get you experience in this area?
5. Is there a technology or software we use in our department that you want to learn more about? Or is there a technology or software you've heard of or used that we could benefit from?

Leadership

1. What does leadership mean to you and how does this show up in your role?
2. What style or styles of leadership do you exhibit and what are styles do you hope to gain more experience?
3. Which leaders do you admire most and what are qualities stand out to you the most?
4. What type of leadership models do you see modeled here?
5. How can I help you in your development of leadership skills?

Career & Self Development

1. What career fields are you currently interested in?
2. What are your top 5 values and how do you want these to show up in your career of choice?
3. In what ways is your role here helping you gain skills needed for your career fields of interest?
4. In what areas would you like professional growth to meet your career goals?
5. How can I help? And have you connected with Career & Professional Development yet?

GROW® (Guided Reflection on Work) : Annual Meetings (Approx. 45 minutes - 1 hour)

1. What are you learning here that's helping you in school?
2. What are you learning in class that you can apply here at work?
3. Can you give two examples of things you've learned here that you think you'll use in a profession you're considering?
4. What are two dimensions of the 4D model you've been able to explore while in this role?
5. In what ways have you supported diversity, equity and inclusion in your day to day activities?

The questions above are adapted from the trademarked program at the University of Iowa known as GROW (Guided Reflection on Work). To assist in the question related to the 4D student, please see this [resource](#) for framing.

Career Skills GROW® Questions

Weekly & Annual Student Employee Meetings

Sample Agenda for Career Skills & Weekly Meetings

Prior to your meeting with student employees, be sure to:

1. Plan your meeting.
 - Draft a list of work items to discuss and reflection questions.
 - Choose 1-3 reflection questions from the list of Career Skills. You may choose 1-3 from one Career Skill or 1-3 from multiple career skills. See example below.
2. Share the list with your student prior to the meeting to allow for processing time.
 - Include resources such as definitions and examples of terms.
3. Use a shared document for meetings (Teams file or Google doc).
 - This will allow for a collaborative meeting. You and your student employee can add items as the week progresses. It also allows for notetaking on these items.
4. Consider allowing your student employee to start the meeting to ensure their items are covered.

SAMPLE AGENDA

- Supervisee
 - Work Item #1
 - Work Item #2
- Supervisor
 - Work Item #1
 - Work Item #2
- Career Skills Questions
 - **Collaboration / Teamwork:** What do you like most about working on a team? What do you find most challenging?
 - **Digital Technology:** Is there a technology or software we use in our department that you want to learn more about? Or is there a technology or software you've heard of or used that we could benefit from?
 - **DEI:** What social identities have the greatest effect on how you see yourself? How have your social identities affected your career choices, as they exist today, and development so far?

Sample Agenda for Annual Meetings

Prior to your annual meeting with students, be sure to:

1. Complete their performance review and plan your meeting.
2. Share the performance review and GROW® questions with your student prior to the meeting to allow for processing time.
 - Include resources such as definitions and examples of terms.
3. Ensure the performance review is signed by both student employee and supervisor within 3 days of the meeting.

SAMPLE AGENDA

- Review of the performance evaluation.
- **GROW®**
 1. What are you learning here that's helping you in school?
 2. What are you learning in class that you can apply here at work?
 3. Can you give two examples of things you've learned here that you think you'll use in a profession you're considering?
 4. What are two dimensions of the 4D model you've been able to explore while in this role?
 5. In what ways have you supported diversity, equity and inclusion in your day to day activities?