

NEW University Services Student Development Program Supervisor Guide

Program Overview

University Services Human Resources has made some changes to the current program by partnering with the Universities Office of Engagement's Student Leadership Program (SELP). SELP is a flexible program that offers a year-long series of workshops and activities designed to complement students' on-campus employment experience. It's geared toward the professional development of student employees and provides opportunities to promote student growth in respect to the University's Student Development Outcomes which are:

- Responsibility and Accountability
- Independence and Interdependence
- Goal Orientation
- Self-Awareness
- Resilience
- Appreciation of Differences
- Tolerance of Ambiguity

Through this partnership, SELP is able to offer University Services undergraduate students the opportunity to develop their leadership and professional skills which contribute to the overall learning outcomes of the University and contribute to the overall success of your department.

Student Program Requirements

All University Services undergraduate student employees are strongly encouraged to complete the steps outlined below over the course of two consecutive semesters:

- Register for SELP (online registration takes 1 minute to complete)
- Attend four (4) one-hour workshops (supervisors are encouraged to adjust students' work schedules to attend the workshops)
- Submit a resume critique form online to SELP (resume should be critiqued by the student's college's career center)
- Create an online portfolio using the efolio system

Students who complete the above criteria will be invited to the Outstanding Student Employee Awards banquet at TCF Bank Stadium and receive a certificate of accomplishment at the end of the 2012-2013 academic year.

Supervisor Responsibilities

All supervisors who hire student employees are responsible for ensuring that all student employees receive the student version of this new program. Although, the program is not required, all student employees should be strongly encouraged to participate.

In addition to this, supervisors should work with their student employees to establish work priorities and expectations on the first day of employment. A performance review mechanism should be used to provide developmental feedback to student employee(s) each semester. Student employee performance review templates and other supervisory resources are available at: <http://www.sdo.umn.edu/Staff-Faculty/index.html>

Thank you for your willingness to champion this program. If you should have any questions, please contact your Human Resources Consultant.