

A garden scene featuring a variety of flowers. In the foreground, there are several plants with bright red, spiky flower heads and dark purple leaves, likely Amaranth. Below them are clusters of smaller, light pink flowers. The background is filled with lush green foliage and trees, creating a soft, natural setting.

**Welcome!**

**SUPERVISOR  
REFRESHER**

**July 2022**

# Objectives

- Handshake reminders
- Departure form and questionnaire
- Updated Supervisor Guide
  - Performance Evaluation
- UWP 294
- Elevate
- On-Campus Student Employment Fair

# Handshake Reminders

- All students should be directed to apply on Handshake
- A link or screenshot of the Handshake job posting is required for New Hire forms
- After final determinations, update application statuses
  - **Hired | Declined | Withdrawn App**
- Contact Kaila Bingen with Handshake questions: [bingenk@uwp.edu](mailto:bingenk@uwp.edu)

# Departure Forms/Questionnaires

- Any time a student ENDS employment (especially if it's the end of the school year and/or they're graduating) complete the Departure Form in BP Logix
  - FYI – students can remain active during the summer as long as employment will continue in the fall
- NEW: Departure Questionnaire (automatically sent to students after Departure Form is submitted)
  - Used for campus employment program assessment

# Updated Supervisor Guide

## Supervisor Guide

## Updated Evaluation Form

Student Employee Supervisor Guide | UWP

### APPENDIX F: EVALUATION FORM

#### UW Parkside Student Employee Evaluation Form

|                   |  |              |  |
|-------------------|--|--------------|--|
| Student Name:     |  |              |  |
| Supervisor Name:  |  |              |  |
| Job Title:        |  |              |  |
| Evaluation Period |  | Today's Date |  |

*Please rate the student employee's performance as "Meets" or "Doesn't Meet" and provide specific, qualitative feedback in the relevant competency categories. More information on the NACE Career Readiness Competencies can be found here: [www.uwp.edu/careerready](http://www.uwp.edu/careerready)*

#### NACE Career Readiness Competencies

**Career and Self-Development:** Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking.

|                                |              |                                   |              |
|--------------------------------|--------------|-----------------------------------|--------------|
| Student Rating (circle): Meets | Doesn't Meet | Supervisor Rating (circle): Meets | Doesn't Meet |
| Student Comments:              |              | Supervisor Comments:              |              |

# UWP 294



## Earn credit for current work.

Already have or planning to get a  
job or internship next semester?  
Get more out of the experience by  
earning credit towards graduation.

[uwp.edu/creditforwork](http://uwp.edu/creditforwork)

# Elevate

- Professional development series designed for student employees
- Centered around the NACE competencies
- Certificates of completion
- Facilitated by staff and community experts
- Fall dates and sessions coming soon!



# Student Employment Fair



To sign up:

[https://uwparkside.qualtrics.com/jfe/form/SV\\_3w4SVdSaRbOkJkW](https://uwparkside.qualtrics.com/jfe/form/SV_3w4SVdSaRbOkJkW)

*Include links to all job postings*



THANK YOU!

