**INSTRUCTIONS:** Discuss the following questions at an in-person meeting with your supervisor and record your answers in the boxes provided. You should have this meeting within the first 2 weeks of your employment.

|  |  |
| --- | --- |
| Student Name:  | Student Number: |
| Ignite Job Title:  |
| Ignite Department: |
| Ignite Supervisor (name and title):  |

1) **New Ignite Students:** What are you most excited about to experience in the role? What are you most nervous about?
**Returning Students:** What are you most looking forward to as you return to your Ignite role?

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|  |

2) **New Ignite Students:** Discuss with your supervisor how your role fits into the bigger picture of the department.
**Returning Students:** Discuss any changes to your role now (if the role is largely the same)

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| *Use these supporting questions to guide your discussion: What impact does your role have on the department you are working in? Is there any link between the work you are doing and what you are learning in the classroom?*  |

3) **New Ignite Students:** Discuss with your supervisor what competencies and/or attributes they think you can expect to gain through your job and check them off below
**Returning Students:** Discuss with your supervisor what competencies and/or attributes they think you can expect to grow through your return and check them off below

|  |
| --- |
| *What else might you be able to learn in this role (job specific knowledge, transferable skills, technical skills, etc.)?* |

[ ] Communication [ ] Teamwork and Collaboration

[ ] Professionalism and Work Ethic [ ] Critical Thinking and Problem Solving

[ ] Career Management [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) Discuss at least 1 goal you would like to achieve as it relates to your role or 1 competency you would like to develop and how your supervisor can support you to do so:

|  |
| --- |
| *Throughout my employment in this Ignite position, I would like to…**Use your previous experience to build this answer ‘now that I know...I would like to...’*  |

5) Discuss how will you know when you have made progress or achieved your goal? How might achieving this goal or developing this competency make a difference in your career?

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| *Talk about timelines, set some time-based goals for the semester, specific items that will be completed this semester*  |

6) Below is a list of important topics to address with your supervisor when starting a new job. Review the list with your supervisor to make sure you have discussed the following topics and check them off as you address them.
**If you are a returning Ignite student, discuss the following with your supervisor to note any updates.**

|  |  |
| --- | --- |
| ☐Tasks & Responsibilities | ☐Professionalism  |
| ☐Work Schedule/Meeting Schedule | ☐Workplace Expectations  |
| ☐Attendance Policy/Reporting an Absence or Late  | ☐Health & Safety and Accessibility Training |
| ☐Methods of Communication | ☐Departmental Policies, Processes or Procedures |
| ☐ Dress Code | ☐ Payroll Reporting |

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **If you are working remotely and this document is not signed, email a copy to ignite@uwindsor.ca and cc your supervisor.**