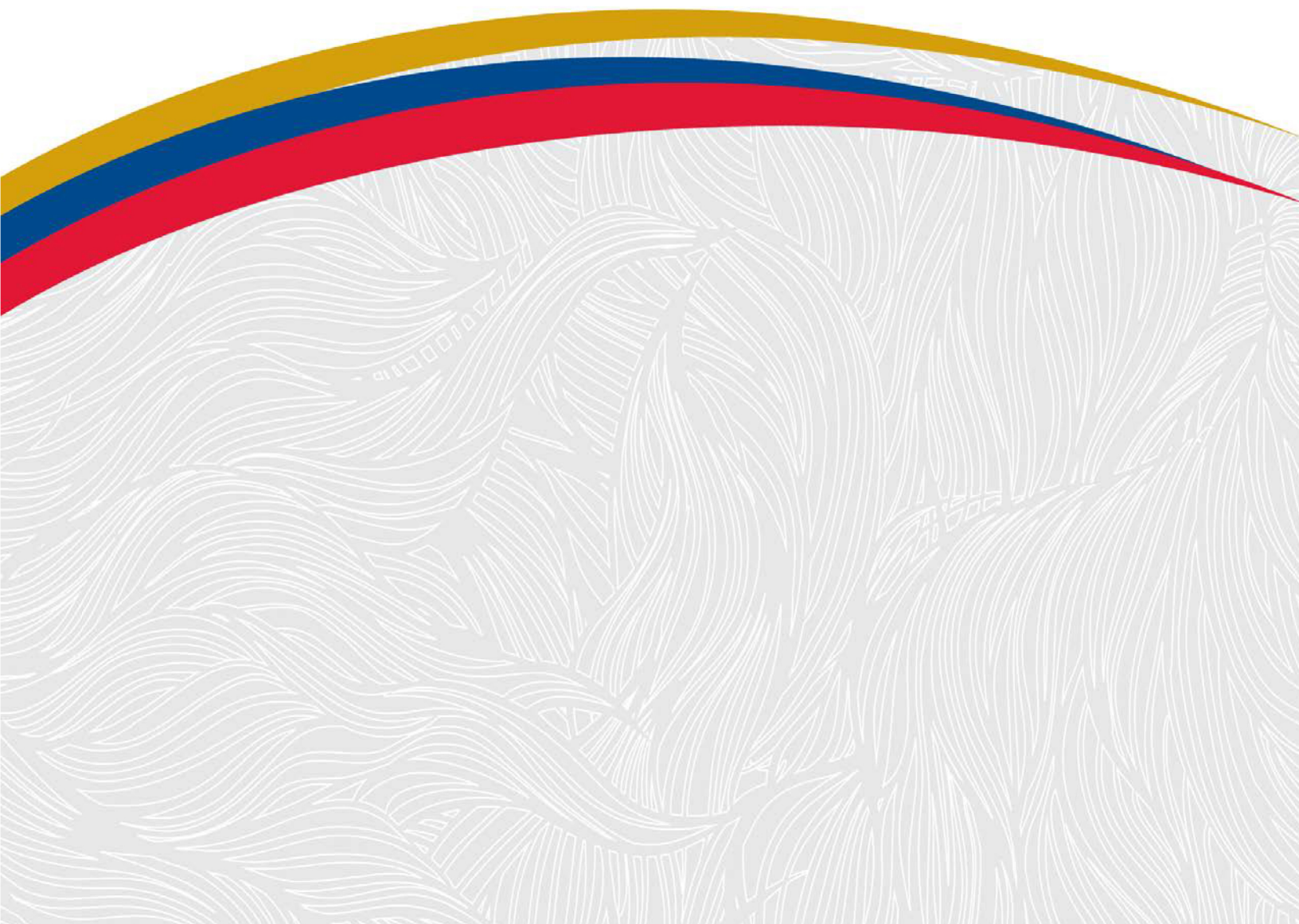


BECOMING YU

**Check-in Guidelines
for Coaches**



Please note: You may meet with your students more frequently than what is outlined below or choose to meet with students in a group setting, however the following is the minimum recommended number of check-ins to ensure that students are getting the most out of their experience!

Orientation Meeting with Student

Please meet with your student soon after they begin their position/role with you - ideally within the first 2 weeks.

During this meeting:

- Provide an orientation to the position/role:
 - How does your unit support the Division's/University's strategic priorities?
 - What is your unit responsible for overall?
 - Where does the student's position/role fit within your unit's mandate/University's strategic priorities?
 - Who will the student be working with most closely?
 - Are there any key strategic partners?
 - Introduce the student to members of the team
 - Show them their work space, bathrooms, kitchen, etc.
 - Set a schedule for the student to complete any necessary training (e.g. University-wide and job-specific)
 - Describe your working/communication style and how you would like to interact with the student, e.g. frequency of meetings, group discussions, etc.

Ask the student to complete the [Understanding YU](#) online module designed to help them: understand the importance of leadership and career development; identify the skills they have and those they hope to build; articulate their personal vision, values and mission; and create an action plan that will outline the goals they want to accomplish that are specific to their position/role and their personal leadership and career goals.

Let the student know that you will be meeting to learn about their goals and objectives once they have completed the [Understanding YU](#) online module.

Goals & Objectives Setting Meeting with Student

Please meet with students soon after they have completed the [Understanding YU](#) online module.

Review the [Becoming YU: Check-In](#) form with the student to help them set goals and objectives.

Complete the *Learning Objectives*, *Rationale* and *Measures* sections of the [Becoming YU: Check-In](#) form with the student. To complete the form, ask students to identify up to 3-5 objectives. For each objective, students will answer:

- What I want to learn (objectives/goals)
- Why I want to learn it (rationale)
- How I might learn it (activities/measures)
- How I am working towards learning it (interim results) - do not complete until Mid-way Check-In
- How I learned it (final results) - do not complete until Final Check-In

The objectives should be specific to the student's position/role and their personal leadership and career goals, however, you, as a Coach can discuss how they align with the unit's overall goals and objectives and if they are realistic for the position/role. Once these objectives have been determined, discuss which skills-building experiences or projects may help the student achieve their objectives.

Ask students to consider the following questions when drafting their [Becoming YU: Check-In](#) form:

- Why did you choose to take part in this position/role?
- What are you hoping to gain from it?
- How do you think this experience may relate to your leadership and career goals?
- Are there other ways for you to achieve your learning objectives, outside of this position/role?
- What skills would you like to learn?
- What skills do you already possess that you would like to improve?
- What new knowledge would you like to acquire? (e.g. about your field of study, the structure of the business/organization for which you will be working, etc.)
- What would you like to accomplish during your position/role? (e.g. lead a presentation, design a database, earn a certificate, etc.)

Upon reviewing the draft of the [Becoming YU: Check-In](#) form, Coaches may ask the students the following:

- Are the learning objectives you outlined in your [Becoming YU: Check-In](#) form, skills you would like to learn or are they part of your position/role?
- Are the activities you outlined measurable?
- How does your [Becoming YU: Check-In](#) form relate to your leadership and career goals?
- Specifically, how do you plan to achieve these learning objectives? (e.g. attending workshops/events, special projects, information interviews, etc.)

This initial meeting is also an opportunity for students to reflect on their goals and objectives and track them in [Experiencing YU](#).

Mid-way Check-in with Student

Coaches will meet with their students halfway through their position/role to review the [Becoming YU: Check-In](#) form and discuss the status of their learning objectives, e.g. late December or early January for Fall/Winter students and late July or early August for Summer students. During this meeting, confirm that your student is on track and provide them with feedback on their learning objectives and skills development to date.

Review and update the *Interim Results Achieved* and *Part 2* sections of the [Becoming YU: Check-In](#) form with the student.

Coaches may consider the following questions when conducting the interim review:

- Are the learning objectives outlined in the [Becoming YU: Check-In](#) form still realistic?
- Are the activities/measures outlined in the [Becoming YU: Check-In](#) form still realistic?
- Is the student progressing towards meeting their learning objectives?
- Can you provide any advice for the student to succeed in this position/role or specific examples of what the student can do to achieve their learning objectives?

Coaches may ask students the following questions when conducting the interim review:

- Please comment on your experience so far.
- Are you experiencing any challenges?
- What do you think are your biggest achievements to date?
- How are you progressing towards meeting your learning objectives?
- What skills are you developing? Are there additional skills you'd like to build?

This mid-way check-in is also an opportunity for students to reflect on the status of their learning objectives and track them in [Experiencing YU](#).

Final Check-in with Student

Coaches will meet with their students at the end of their position to review the learning objectives outlined in the [Becoming YU: Check-In](#) form, e.g. late April for Fall/Winter students and late August for summer students. During this final meeting, discuss the student's accomplishments and whether objectives were met and be sure to provide feedback on their skills development.

Complete the *Final Results Achieved* and *Part 3* sections of the [Becoming YU: Check-In](#) form with the student.

Coaches may consider the following questions when conducting the final review:

- What are the student's major strengths, as related to their learning objectives?
- What are his/her opportunities for improvement or development, as related to their learning objectives?

Coaches may ask students the following questions when conducting the final review:

- Please discuss how the work you completed helped in clarifying your leadership and career interests and professional objectives?
- Please list the top skills you developed or improved during this experience.
- Please comment on your experience with this position/role and provide any suggestions on how we could improve.

This final check-in is also an opportunity for students to reflect on the learning objectives they achieved during this cycle and track them in [Experiencing YU](#).