

# Tips for supervising a new graduate or student employee

Information for employers (more at [uvic.ca/employers](http://uvic.ca/employers))



Now that you've hired a new employee, it's time to extend a warm welcome. We've put together a few tips about what to consider when supervising a recent graduate or student employee.

## Provide support and allow for the learning curve

Remember that for some students and/or new graduates, this may be their first job or their first opportunity to work in a professional environment. They may need extra support during the first month of their work experience.

## Tailor your orientation process

We recommend that you tailor your orientation based on the student's/graduate's experience. This may include providing information about office etiquette, confidentiality, safety guidelines, and appropriate professional behaviour. Co-op and Career offers an **orientation checklist** to students who are joining new workplaces—you may wish to refer to this.

## Establish regular check-ins

If you notice that a student or new graduate is struggling, you may wish to provide additional mentoring. You can also encourage them to contact UVic's **career educators** ([uvic.ca/coopandcareer/coaching](http://uvic.ca/coopandcareer/coaching)), who can support them in their career transition.

## Provide feedback

Whenever possible, we encourage supervisors to schedule regular review sessions to provide feedback and to adjust the student's duties and responsibilities as needed. These feedback sessions are also an opportunity to encourage the student to participate in meetings or attend workplace functions.

