Supervisory Calendar

August
Are they meeting other staff and making connections?
Are they helping to build a team?
Are they making connections?
Have the created goals for year, if so what and if not, help them set goals

September
Are they in a routine with academics and CA job (or other commitments?)
Are they working to get to know their residents?
How are their roommate guide meetings going?
How are they building community (first weeks are more important)
Which of their residents are having trouble transitioning?

October
Who is going to have family here for parent's weekend?
What issues have come up where they need help or more training?
Did you provide feedback on job performance?
Do you know something different about all your staff members?
How are they going to get their residents involved with homecoming weekend in a positive way?

November
Are their residents getting involved in clubs, groups, or teams and going to hall programs? If not why or why not?
How are their students doing academically?
What do they need to do differently for programming?
What issues is the staff member having?
Are they planning and getting ready for Thanksgiving break/Closing?

December
Do they understand the closing procedures?
Performance evaluation—nothing you share should be news
Create CA action plans for staff performance- everyone should have one!

January
Have they set personal and CA goals for spring semester?
For struggling CAs, make sure you give them some extra attention to help them succeed
Have they met with students who had a hard first semester to help them succeed this time?
Do they know resources for our at risk students?

February
Are they in a routine with academics and CA job (or other commitments?)
Are they working to get to know their new residents?
How are their roommate guide meetings going for the new residents?
Which residents would make good CAs?
What are their plans for next year?

March
What are their resident's plans for Spring Break?
Do they understand Closing procedures?
What do they need help with?

April
What are their resident's thoughts about block party?
How are they preparing them about safety for this weekend?

May
Evaluate Goals
If they are leaving staff, what have they learning or gained from being a part of staff
What would the staff change?
If they are returning what should they do differently?
Are they ready for finals?
Are their residents studying for finals?
Are they helping to keep the floor academically friendly?
Do they understand the closing procedures?