

April 16, 2020

Dear Staff Members,

We are all facing this crisis in different ways. While it is not easy, we as a University are working together to make it through each new day. Some of you may recall that the spring months normally bring a time when we pause to evaluate the previous year through our collaborative review process and set new goals for the upcoming year; however, we acknowledge the strange time that we are in. With this in mind, we are modifying the process to accommodate our current reality.

We hope not only that you and your team will feel connected to each other, but also continue to maintain a connection to our broader University community. The spring check-in, which will temporarily take the place of the spring collaborative review, is meant to offer a starting point, a place for conversation to begin and continue. Our hope is that, even while we are apart and grappling with the rapid changes in our lives, connection and community are happening in ways that feel meaningful. We encourage you to focus on the present and leave the future goal-setting and evaluation for a later date when we all feel a little less off-kilter.

Following this message, supervisors will receive an additional email with specific information regarding how to proceed with our new spring check-in process. Within the process, supervisors will be asked to complete a form to document a conversation they have with you as their supervisees. During this conversation, we are requesting that supervisors ask the following questions:

- How are you, personally, adjusting to the University's altered working environment? Are you able to find balance with your work and your home/family?
- Are you able to still feel connected to your work and to our office/department? Is there a co-worker or department you would like to connect with to help you with your work?
- Do you have an understanding of the new policies and procedures the University is implementing?
- Do you feel you have the resources to perform your work effectively? Is there anything I, as your supervisor, can assist you with?
- What additional concerns or questions would you like to talk with me about?

Optional and only if applicable:

- Are there any pieces of your work or any of your goals about which you would like some clarity from me, as your supervisor?
- Are there new projects or learning opportunities you are interested in exploring during this time?

We hope that you will consider these questions and will be able to answer with the honesty necessary to communicate clearly about how you are doing and what you may need. We also hope that this conversation serves as a starting point to other conversations that will occur as we continue to explore and settle into our adjusted working environment.

We look forward to reading your responses.

Best,

Mary Wilson