



College Corps Sample Check-In Outline

2-3 min	Greet Fellow(s) and ask how they are doing personally. Genuinely check in on them (not service work related).
2-3	Ask questions from check-in listing below, Keep in context the timing in your check-ins (is Fellow early in the service year, Fellow at end of calendar year, Fellow in the middle of a finals week, etc.)
1-2 min	Share something positive you saw over the week/month (examples below) • Maybe how they interacted with someone at the food bank • Maybe how they mentored a specific child with grace • Maybe how they implemented an effective lesson plan • Maybe how they presented the material to others
5-10 min	If there are concerns, share them and discuss paths for improvement
5 min	Check on their hours and scheduling. • If they are working too much, is there a concern • If they are working too little, how can this be better managed • If they are right on track or a bit above, how can this continue effectively
5-10 min	Let them know you are supporting them and share how they have grown in this position

Sample Check-in Questions

- What were you most proud of this week/month?
- What was something that surprised you this week/month?
- How are you balancing school and this program?
- How are you practicing self-care with all you have going on?

- What is an impact story you have to share of your service thus far?
- What is something that has been challenging for you in your service year?
- What feedback do you wish to give on how things are going?
- What do you want to do as a future career?
- What areas do you need training in?
- How can I help you achieve your future goals?
- What inspires you?
- Share any concerns you have or questions you have about your service work, the organization, your schedule, etc?
- Are there any talents you have that haven't been tapped into in this program and how can they best be utilized?
- What is something important to you that I haven't asked about yet?
- From your first day in College Corps to now, how have you grown as a person and in this position?
- How would you describe your experience at organization to a friend or family member?