LET'S GET STARTED!

Now that you know which position you've been matched with, you must contact your supervisor to make arrangements to meet. You were given a form to complete at this first meeting with your employer called the **Placement Confirmation Form** (also available on Blackboard). The key to success in your service learning placement is great communication with your supervisor and co-workers! Your supervisor has already been sent your name and is waiting to hear from you! It is your responsibility to contact him or her **as soon as possible**.

Before you make the initial contact, note when you will be able to meet with them in the next 3-5 business days. Take into consideration how long it will take you to travel to and from the placement (if relevant). Offer your time during the day and be as flexible as you can so that the employer will be able to find a time that fits their schedule too!

Review the job description on mysuccess and record any additional questions you have for your supervisor. Looking at the job description, are there any **additional requirements** you need to complete (Police Clearance, Immunization record, etc.)? If you have not done so already, complete these the requirements now so that you are ready to start volunteering (except health screening as they may have a special form for you to complete). You will confirm all requirements with your supervisor at your first meeting.

See the scripts below that you can customize and use to **call AND email your supervisor to set up your first meeting**. You will need to fill in the underlined text to suit you. Call first and if you are not able to speak with your supervisor, leave a detailed message and then send an email as well.

CALLING

Hello, may I speak with Supervisor's Name?

My name is Your Name and I have been matched with Name of Organization for the VIP-CSL role, Job Title. I'd like to set up a time to meet with you soon to discuss the position and learn more about your organization. I am available on Day from # to # am/pm, or Day from # to # am/pm, or anytime on Day. Do any of these times work for you?

Thank you very much for your time, I have recorded this date and time in my calendar and I look forward to meeting with you then. Goodbye and have a nice day.

LEAVING A MESSAGE

My name is Your Name and I have been matched with Name of Organization for the VIP-CSL role, Job Title. I'd like to set up a time to meet with you soon to discuss the position. I am available on Day from # to # am/pm, or Day from # to # am/pm, or anytime on Day. Please let me know if any of these times will work for you by calling me at ###-###-####. My name is Your Name and my phone number is ###-###-####. I look forward to hearing from you soon and I will email you as well!

EMAILING

My name is <u>Your Name</u> and I have been matched with <u>Name of Organization</u> for the VIP-CSL role, <u>Job Title</u>. I'd like to set up a time to meet with you soon to discuss the position and learn more about your organization. I am available on Day from # to # am/pm, or Day from # to # am/pm, or anytime on Day. Do any of these times work for you?

Thank you for your time and I look forward to hearing back from you.

Sincerely,

<u>Your Name</u>

You are now ready to contact your supervisor – start today!

Call and email immediately and then follow up two business days later with another call and email. If you do not reach your supervisor when you call, leave a detailed voice message. Now wait two more business days for a response. If you do not receive a response, email vip@uwindsor.ca with the dates and times you've called and emailed and I will follow up on your behalf.

If the information that we have provided is wrong (wrong number, wrong email) please email vip@uwindsor.ca right away.