

Appendix Q: Check-in Meeting Strategies

A few check in methods to consider might include:

Daily Check-ins

Even though daily meetings may seem more demanding on the surface, daily check-ins can actually be one of the more efficient uses of your time. Set an outline for brief 5-10 minute meetings and, if items don't fit into that outline, save them for email discussions or a longer weekly meeting. One possible format can include:

- A quick report on yesterday's work: What was accomplished? What questions came up? (Note: you may not have time to answer all of their questions and that's okay. You can always come back to these during a longer meeting).
- What's happening today? What are the goals? What support do they need?
- Sharing updates: Do you have anything to share from a wider organizational perspective for the intern? Library news? Feedback/responses from staff connected to the intern's work? Anything else that can help them today and going forward?

Weekly Meetings

These 30-45 minute meetings can serve as either your primary check-in opportunity or, if you are also doing daily check-ins, offer a time to dig a bit deeper into the past week and to focus more intently on the coming week's work. If you're also holding short, daily meetings, these weekly meetings should flow quickly while also allowing time to discuss things like:

- Intern questions, ideas, or concerns
- How the intern's work is helping the library
- Challenges, successes, strengths, and comforts
- Long-range plans
- Professional development goals and progress
- "Non-work conversation" like anecdotes, institutional questions (sharing institutional knowledge), and other discussions not focused solely on the intern's work.

Both daily and/or weekly check-ins can be done via email, online shared document sites like Google Docs, or other technology mediums but there is also substantive value to face time; it can often help to limit confusion, speed up the answering of questions (and therefore the ability for an intern to proceed with their work), and, most importantly, make an intern feel like they are worth your time. That said, there are several ways to use web-based tools for communication and project management – especially if you are working primarily with online interns! – including:

Shared Documents

Google Docs and other shared, virtual workspaces are an increasingly popular way to collaborate online. These tools allow for anyone to work on a project from anywhere with an internet connection at any time, meaning you can add ideas, contacts, and suggestions to the document for the intern to incorporate as both of your schedules allow. This is also a great way for a supervisor to check in on daily progress. Just pop over at the end of the day to see what's been added.

Instant Messaging

Instant messaging can be an excellent way to get quick questions answered during the course of the day. You can log on and off IM if you don't want to be interrupted or keep it open to communicate with your intern as needed throughout the day.

Email

Daily check-ins can sometime occur via email. As well, you can email interns new ideas, slight adjustments to schedules, to-do lists, organizational information, introductions to staff members, and other information that might be of interest.

Calendars

If your intern has a variable schedule during their internship, online calendar sharing can be a useful tool for scheduling and aligning meeting times and other in-person gatherings. ●

About this book

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