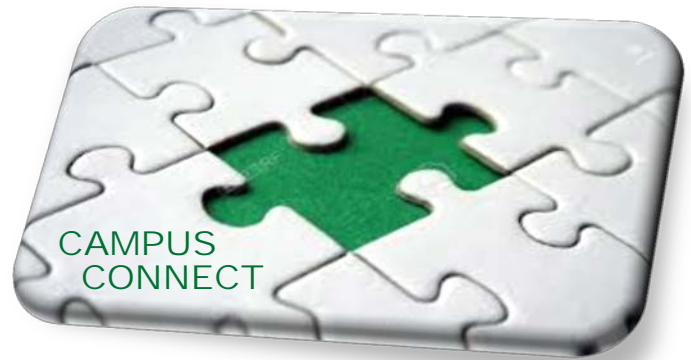

CAMPUS CONNECT is a professional development opportunity for contract classified staff members from one area of the campus to gain insight into another area on campus via a **CAMPUS CONNECT** visit with another classified staff member



In advance of the 1-1.5 hour long, **CAMPUS CONNECT** visit - both visitors and hosts - please review the following guide and expectations below.

HOSTS

- Provide any accommodations requested in advance of the visit
- Given the aims of **CAMPUS CONNECT** - and in addition to a basic orientation to the function/s of your area - you *might consider* sharing with your **CAMPUS CONNECT** visitor:
 - “My three favorite things about this job are . . .”
 - “Three things you might not know about my job are . . .”
 - “The greatest resource to the campus that I/this area provides to the campus is . . .”
 - “The area/department I work most closely is . . .”
 - “One way that you or can help our area operate even more effectively is . . .”
 - “I take greatest satisfaction in . . .”

VISITORS

- Take notes as appropriate. **CAMPUS CONNECT** is to learn designed as an opportunity to learn about another area and to potentially enhance your area’s interaction with it. It will likely be helpful to jot down notes - useful information you acquire, insights, and ideas - during your visit, also in preparation for your post-visit reflection.

VISITORS AND HOSTS

- Ensure thorough communication with your area manager/supervisor (and immediate area colleagues as appropriate) regarding your visit day and time
- Maintain confidentiality at all times
- Show tact, discretion, and awareness; if necessary withdraw from situations when circumstances deem it appropriate (e.g., if a student or staff member may need to discuss something of a personal or confidential nature)
- Do not engage with cell phone, texting, or email

Please remember that **CAMPUS CONNECT** is NOT

- an experience intended to generate deep knowledge of another area
- a job shadow or training program, an evaluation, or break/social event