

## Tips for working with students.

### Best practices & tips to succeed:

- **Monitor notifications for applications and progress.**
  - Our platform sends you notifications when a particular action happens with your project. For example: If a student applies to your Level UP project, you will be notified. We highly recommend reviewing the progress of your project in the Request tab.
- **Set clear expectations with a kickoff meeting.**
  - Kick off your project with a virtual meeting between yourself and the student or student team.
  - Define the milestones, key dates, and deliverables on your project page.
  - Schedule regular (weekly, bi-weekly) check-ins with the students to monitor their progress and address any questions. Decide where you prefer to meet (Zoom, Google Meet, etc.).
  - Let the student(s) know what communication channels you prefer.
  - Follow up with the student(s) if you don't hear back from them.
  - Make sure the student(s) understand the project scope.
- **Keep open lines of communication.**
  - The Riipen platform has different tools to help manage your project(s) with students. The first one is the Message Centre where you can communicate and share information or files with students.

### Employer commitments to working with students:

- Be respectful of the commitment made to the student(s).
- Communicate with them regularly and update them if any changes occur.
- Provide constructive criticism and acknowledge the students' achievements when providing feedback to the students you collaborated with.
- Show appreciation for their work, and help them build their virtual portfolio with relevant feedback for future employment opportunities.