



step up

Forms

LEVEL 2 – SUPERVISOR FORM GUIDE

2023

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Supervisor Forms

Summer Checklist for Supervisors

WHO: This resource is for you – the supervisor!


WHAT: Use this checklist as a simple overview of the main tasks a supervisor should be thinking about throughout the internship experience. Check off items as you address them.

WHEN: Right away! Start before the intern arrives and continue to complete the checklist throughout the summer.

WHERE: This sheet does not need to be turned in; it is a resource for you to track completion.

HOW:

- A. Use the fillable, online form to put check marks in each box as they are completed OR print a hard copy to write on.



In addition to this checklist, please refer to the Supervisor’s Handbook provided during orientation or at www.StepUpMpls.org for more suggestions and support to guide you through the summer.

Before the First Day of Work

A	Create a Work Plan and Strategy for Support
<input type="checkbox"/>	A work plan provides clear expectations and work goals for your intern
<input type="checkbox"/>	Review the Job Description Form and the key responsibilities for the position
<input type="checkbox"/>	Identify the specific timetable when the responsibilities should be completed
<input type="checkbox"/>	Determine what needs to be accomplished and how success will be measured

	Establish Professional Development Opportunities
	We encourage supervisors to identify a project to help interns process their summer experience. This type of opportunity for reflection adds value for the intern and promotes higher job performance. For example, ask the intern to create a PowerPoint presentation on the experience to be shared at a staff meeting at the end of the internship.

	Identify a Mentor
	Decide if you will serve as the intern’s mentor, or if someone else in your workplace would like to fulfill this role

To make sure you arrive on time on the first day of work, I suggest doing a “practice run” the week before your internship. Using the same mode of transportation you’ll use to get to work on the first day, practice your route to work and aim to arrive at the worksite by the time you will start work on the first day. If possible, it’s a good idea to plan to arrive 15-minutes early on the first day in case you have any unexpected delays.

If you need to contact me on or before the first day of work, you can reach me by phone at _____ G _____ or by email at _____.

I’m looking forward to a productive summer together and can’t wait for your first day!

Sincerely,

H

Work Plan – Level 2

WHO: Supervisors fill out this form in advance of the internship starting, then reviews it with the intern

WHAT: This is the backbone of the internship, outlining the work tasks and activities the intern will experience and what skills they will gain or enhance

WHEN: Start before the intern arrives! Review/edit with the intern during the first week, add signatures, then submit. Revisit together throughout the summer, as needed

WHERE: Supervisors do not need to submit a copy of this to the program, but it is recommended to share a copy with your intern

HOW:

- I. Type in the name of the intern, supervisor and work site
- J. Type in the date that this was completed
- K. Check either the Initial or Updated box to indicate if this is a revision
- L. For each main job function, list a skill out of the MHA Lab’s Building Block skills (page 34 in your handbook) that your intern will be gaining or enhancing during the internship
- M. List the work task or activity your intern will be doing that builds or enhances this skill
- N. Identify the helpful people and/or resources to achieve this and the date completed
- O. Identify and schedule opportunities for your intern to grow their professional skills and identity
- P. As a best practice, both supervisor and intern should sign and date the form agreeing on the tasks and opportunities defining the internship experience

Work Plan Form – Level 2

Intern Name: _____ Supervisor Name: _____

Work Site: _____

Date: _____ Initial Updated

Directions:

- Use the table below to define the main job functions of your intern, their duties under each functional area and the skills they will be building. When do they need to accomplish each and what resources (people, tools, etc.) will help them successfully complete each duty?
- Return to these skills goals frequently, ideally during your weekly check-ins. Review progress, and, if necessary, set new goals or identify new paths to reach established goals.
- See page 11 of the Level 2 Supervisor Handbook for tips on developing an effective Work Plan.

Skill to Build	Job Duty to Build Skill	Completion Date	People or Resources
Job Function 1:			
D	E		F

Job Function 3:			

Professional Development Opportunities:

Use the space below to plan special events, informational interviews and other professional development opportunities. Page 12 in the Level 2 Supervisor Handbook has more information on planning opportunities.

Professional Development Opportunities	Date Scheduled
G	

Intern Signature: _____ Date: _____

H

Supervisor Signature: _____ Date: _____

Daily Work Attendance Sheet

WHO: The intern fills out this form


WHAT: This is a suggested form if the organization does not have one. The form documents the actual times that the intern works and may be used as supporting materials for their pay

WHEN: Ideally this will be completed throughout each work day as the intern arrives, takes breaks and leaves for the day (Idea! If you have multiple interns, an easy way to track this is to have a centralized binder; build this task to sign in and out into their work day. Have a new sheet available each week!)

WHERE: As a best practice, supervisors should save signed copies as documentation

HOW:

- A. Type in the name of the intern, supervisor and work site
- B. Type in the date range for the two payroll weeks
- C. Interns record their times in and out each day; interns are not paid for lunch breaks
- D. Ensure that interns do not work more than allowed by law; see Child Labor Laws if questions
- E. Ensure agreement on the time track by signing & dating the document; save this document for your records



Daily Work Attendance Form

Intern Name: _____ Supervisor Name: _____

Work Site: _____

Dates: _____ to _____

Directions:

1. Use this form to track daily attendance
2. Interns should initial daily time in and out
3. Program regulations prohibit paying for lunch breaks
4. Completed forms must be signed by both intern and supervisor; keep completed copies for 5 years

WEEK 1						
Date	Time In	Lunch Out	Lunch Back In	Time Out	Total Hours Worked	Intern Initials
C						

WEEK 2						
Date	Time In	Lunch Out	Lunch Back In	Time Out	Total Hours Worked	Intern Initials
C						

Did intern work over the maximum of 20 hours per week? YES NO

Did intern work than 8 hours* on any day? YES NO

Intern Signature: _____ Date: _____

Supervisor Signature: _____ E _____ Date: _____

*It is a serious violation of child labor laws for an intern to work more than 8 hours on any day and may result in terminating the Step Up partnership with your agency.

Weekly Check In

WHO: Supervisors fill out this form before or while reviewing it with the intern


WHAT: This documents the formal check in process to give the intern an idea of how things are going from the supervisor’s perspective and allows an opportunity for the intern to provide feedback as well

WHEN: It is recommended to be completed weekly

WHERE: This form does not need to be submitted to the program, but a copy should be kept for the supervisor’s record

HOW:

- A. Type in the name of the intern, supervisor and work site
- B. Type in the date that this was completed & when the next meeting is scheduled
- C. Update the boxes on Action Items that were identified before and current status
- D. Discuss each of the questions listed. Document a summary of items discussed
- E. Document new Action Items with who is responsible and timeframes
- F. If additional items come up that you don’t have the time to discuss at this meeting, document them so they can be addressed at the next meeting. Additional notes can be captured in the field below



Weekly Check-In Template

Intern Name: _____ A Supervisor Name: _____

Work Site: _____

Date: _____ B Next Meeting: _____

Previous Action Items	Who is Responsible	Status
C		

This Week

Topic	Notes
Work Plan Review	D
What Went Well?	

What Didn't Go Well?			
Skills Development – Strengths & Opportunities	D		
Professional Development – Ideas & Opportunities			
How Can I Help?			
New Action Items	Who is Responsible	Target Due Date	
E			
Parking Lot: Thoughts / Ideas for a Future Meeting			
F			
Additional Notes:			

COIN Model Feedback Template

WHO: Supervisors may use this template for feedback

WHAT: This form may be used to plan a structured constructive feedback conversation

WHEN: Use for weekly check ins, at milestones, or as needed

WHERE: This template does not need to be turned in or shared

HOW:

- A. For each of the four areas, complete the sentence by filling in the blanks
- B. Use the prompts or use your own language keeping the concepts of Context, Observation, Impact and Next Steps in mind.

COIN Model Feedback Framework

Use this template to plan a feedback conversation—positive or negative—with your intern to make sure it’s an effective learning experience.

C	Context	At/during/with... A <hr style="border: 0; border-top: 1px solid #ccc; margin-bottom: 5px;"/> My/our expectation was/I hoped... <hr style="border: 0; border-top: 1px solid #ccc; margin-bottom: 5px;"/>
O	Observation	I noticed you/I thought you... <hr style="border: 0; border-top: 1px solid #ccc; margin-bottom: 5px;"/> <div style="text-align: center;">B</div> <hr style="border: 0; border-top: 1px solid #ccc; margin-bottom: 5px;"/>
I	Impact	I felt/that was/what do you...? <hr style="border: 0; border-top: 1px solid #ccc; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid #ccc; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid #ccc; margin-bottom: 5px;"/>

Intern Evaluation Form

WHO: Supervisors fill out this form and then review it with the intern

WHAT: Mid-term and Final Evaluations provide structured, formal feedback at key milestones in the internship experience

WHEN: The Mid-term Evaluation should be filled out by Week 4, and the Final Evaluation should be completed during the last week of the internship.

WHERE: As a best practice, supervisors may use this form and save a copy in their records

HOW:

- A. Type in the name of the intern, supervisor and work site
- B. Type in the date the Evaluation was completed
- C. Check the box to indicate if this is the **Mid-term** or **Final** Evaluation
- D. Thinking about the overall timeframe of the internship to date (not just one particular occasion), answer each of the questions on a scale of Strongly Disagree to Strongly Agree
- E. Identify both areas of strength and areas for growth and give specific examples
- F. Add any additional notes in the space provided; schedule a time to review this with the intern and allow time for the intern to respond and ask questions.
- G. Both supervisors and interns should sign and date the completed copy for the records

stepup Intern Evaluation Form

Intern Name: _____ Supervisor Name: _____

Work Site: _____

Date: _____ Midterm Final

Directions:

- Use this form to provide a mid-term and final evaluation for each intern.
- The mid-term evaluation should be done by week 4, the final during the last week.
- Schedule time to meet with the youth to go over the form. This is an opportunity for a conversation about what the intern is doing well and areas where they could grow or improve.
- Review each answer with the intern and allow them to provide input or ask questions.

The Intern:	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
Manages their time well					
Demonstrates teamwork and looks for ways to help others					
Shows enthusiasm					
Solves problems effectively					

Asks for assistance or asks questions when needed					
Completes assigned tasks accurately					

Strengths/Growth Areas
List a few strengths and a few areas of growth. These may include time management, professional attitude, teamwork, initiative, problem solving, communication, etc.

Skill	Is this a strength or growth area?	Example (something you've observed or would like to see)
	E	

Additional Notes/Comments:

F

Intern Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

G

Intern Performance Improvement Plan

WHO: Supervisors fill out this form and then review it with the intern

WHAT: This form documents the details of a serious incident or a less serious incident that has happened repeatedly, generally after a verbal warning has been given

WHEN: As needed. Be curious to discover why something may be going on!

WHERE: Submit a signed copy of this document to the Job Coach via email to become part of the intern's personnel record. It is recommended that the supervisor keeps a copy for their records as well

HOW:

- A. Type in the name of the intern, supervisor and work site
- B. Type in the date that this was completed and when the next meeting is scheduled, if needed
- C. Check what type of incident this is documenting
- D. Describe the incident in detail using specific examples
- E. Collaborate with your intern on different concrete actions that can be used to mitigate the barrier or challenge. For example, identifying a number your intern can text if they are going to be late or working with them on a transportation plan.
- F. Indicate whether or not there was a previous verbal warning related to this specific type of incident and when that occurred. Use the back of this form for any notes related to that warning
- G. Both parties should sign and date the form after reviewing

Example of an inappropriate language incident:

Details of the Situation

On July 2, I observed Jane yelling multiple curse words in the lobby where our guests could hear. After inviting her into a private area to inquire what was going on, Jane stated that she was frustrated about a project not going well.

Improvement Plan

In the future when I am upset or frustrated with work, I will ask my supervisor for a couple of minutes break to cool off. When I return to work, I will create a plan to solve the problem. If I need help, I will ask my supervisor or a co-worker for some assistance.



Intern Performance Improvement Plan

Intern Name: _____ **A** Supervisor Name: _____

Work Site: _____ **B**

Date: _____ Next Meeting: _____

Incident	
<input type="checkbox"/> Late	<input type="checkbox"/> Inappropriate dress or mission uniform
<input type="checkbox"/> Unexcused absence	<input type="checkbox"/> Inappropriate language
<input type="checkbox"/> Excessive absence (excused or unexcused)	<input type="checkbox"/> Use of cell phone or Internet without approval
<input type="checkbox"/> Failure to follow directions	
Other: _____	

Details of the situation (site specific examples):

Improvement Plan (created together with intern):

Was the intern given a verbal warning about this before this corrective action? Yes No

If yes, on what date: _____ **F** Please use the back of this form or attach notes regarding the previous warning.

Intern Signature: _____ Date: _____

Supervisor Signature: _____ **G** Date: _____

Provide a copy of this document to the intern and your Step Up Job Coach. This will become part of the Intern's personnel file.

APPENDIX: PRINTABLE COPIES OF FORMS