



Summer Checklist for Supervisors

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

Create a Work Plan and Strategy for Support	
	A work plan provides clear expectations and work goals for your intern
	Review the Job Description Form and the key responsibilities for the position
	Identify the specific timetable when the responsibilities should be completed
	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	

The First Week of Work

Being clear in the beginning will avoid potential issues in the future. During the first week familiarize your interns with the work setting, work etiquette, safety, and employer expectations.

Step Up Handbook Review	
	Orient each Step Up Intern to program and agency rules and expectations using the Step Up Handbook and Checklist
	Prepare yourself. Know the rules, policies, and procedures agreed upon by your agency and specified in the Worksite Agreement. Be familiar with your agency’s Step Up Program job descriptions

Tour the area together. Acquaint the youth with:	
	The department, other workers and their jobs
	How they will fit in—be honest and accurate about their role
	Point out restrooms, fire escapes & extinguishers, lounge, and other important areas

Cover Workplace Guidelines	
	Complete the Step Up Worker Emergency
	Contact list with the intern's help
	Hours, attendance policies and breaks
	How work and break time is documented
	Timesheets and pay periods
	Work performance evaluations
	Child Labor Standards and safety regulations
	Minnesota Right to Know Act
	Safety procedures
	Injury reporting procedures
	Areas off limits to the youth
	Proper use and policies for the telephone, computer and other office equipment
	Smoking policy
	Corrective action procedure and termination policy

Teach the Youth How to Do the Job	
	Review the job description
	Break down the job into all the tasks included in it
	Break down each task into its parts
	Demonstrate how to do each part within each task
	Give youth increasing control over their tasks as you decide they are mastered

Workplace Environment	
	Give a tour of your workplace and introduce the intern to other employees
	Discuss appropriate workplace attire
	If your intern will punch a timecard or complete a timesheet, show the procedure

Communication and Technology	
	Explain your workplace policy on cell phone usage, personal vs. work emails, etc
	Explain internet usage policy (and any specific sites that may be discouraged— e.g: social media)

Work Breaks	
	Explain meal and break logistics, including how this time is documented
	If the intern requires a space to pray, work together to find an appropriate place
	If food items are provided or shared at the workplace, discuss how this is done and expectations

Absences and Timeliness	
	Let your intern know who to contact in case they will be late or absent
	Explain your workplace policy regarding being late to work, and the subsequent consequences

Productivity	
	Meet to discuss work plan
	Outline duties, responsibilities and goals for the summer

Throughout the Summer

Regular Feedback Fosters a Strong Connection	
	Set up a regular meeting to discuss progress, including successes and areas for improvement

Utilize the Step Up Staff	
	Keep in contact with your assigned Step Up job coach. Job coaches can provide assistance as needed and are a great resource

End of Summer

Provide Final Evaluation	
	Talk to the intern about their performance this summer, where they impressed you, improved or areas they still need to work on
	Complete the end of summer Step Up Intern Performance Evaluation

Celebrate Success	
	Write a letter of recommendation for your intern
	Attend the end of the summer Step Up Showcase with your intern and the entire Step Up Program!