

Summer Checklist for Supervisors

In addition to the checklist here, 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

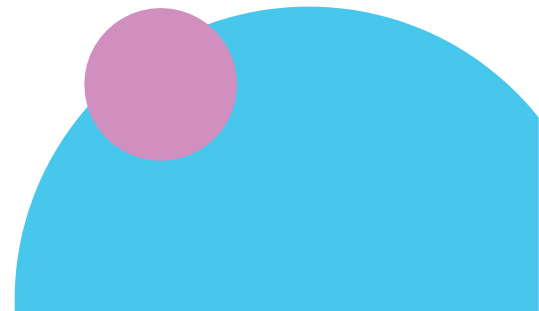
Being clear in the beginning will avoid potential issues in the future. During the first week familiarize your interns with the work setting, work etiquette, safety, and employer expectations.

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: the restrooms, fire escapes and extinguishers, lounge, and other facilities you feel are important



Cover the Following

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
- Time-sheets 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

Be readily available to answer any questions that they might have. Please:

- 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 the intern will punch a time-card or complete a time sheet, 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 aid 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 Celebration with your intern and the entire Step Up Program!



These are the policies and procedures for Step Up. This handbook is a reference tool and is intended to assist you in your supervisor duties. Please use this as a guide when questions or concerns arise. Workforce Center staff will be your primary contact for questions or concerns.

They are here to support you and the interns. Job Coaches will visit your worksite throughout the summer. If you have specific or urgent concerns, please call your job coach. Step Up is more than a job; it's a way forward. We're building a springboard to connect youth to the people and places that will get them where they want to be.

Step Up provides a chance for young people to be daring, explore careers and create a vision for the future alongside professional mentors who can guide them. Interns get their first job, and then a second. They gain real-world knowledge, broaden their networks, and get a foot in the door, with life-changing careers. Yes, Step Up bolsters resumes and launches careers, but more importantly, it expands horizons.

Thank you for your commitment to being an important part of training Minneapolis youth for the future!

