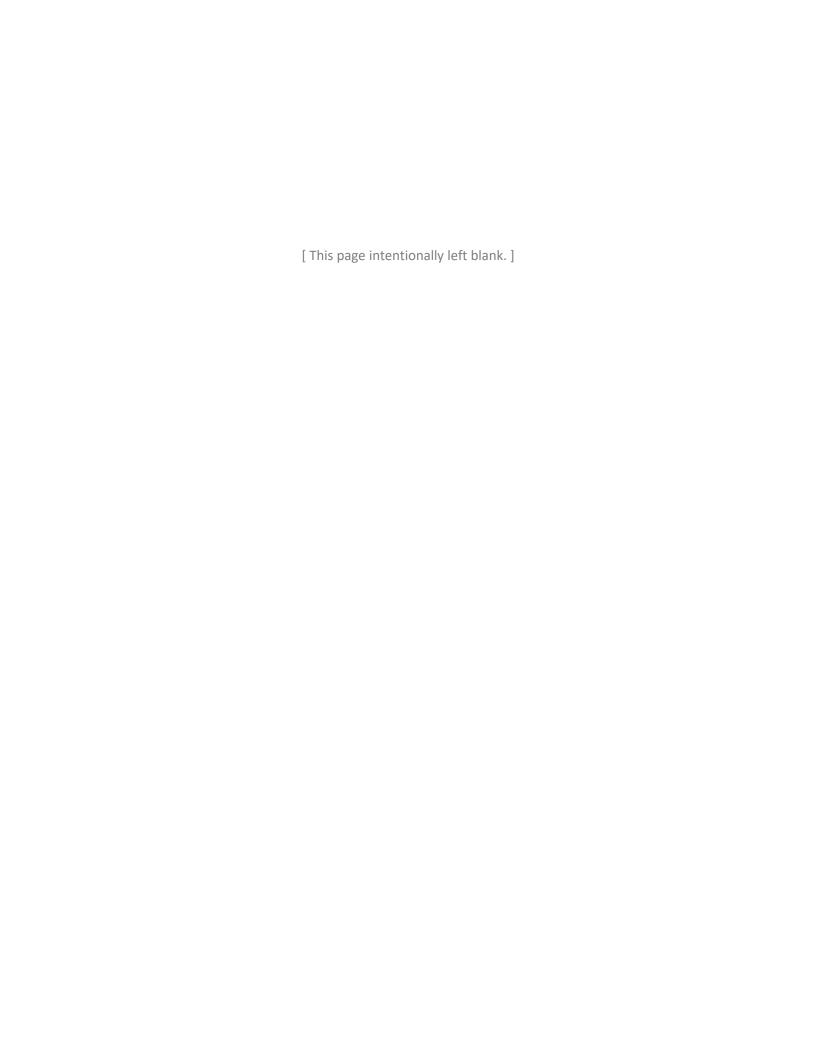


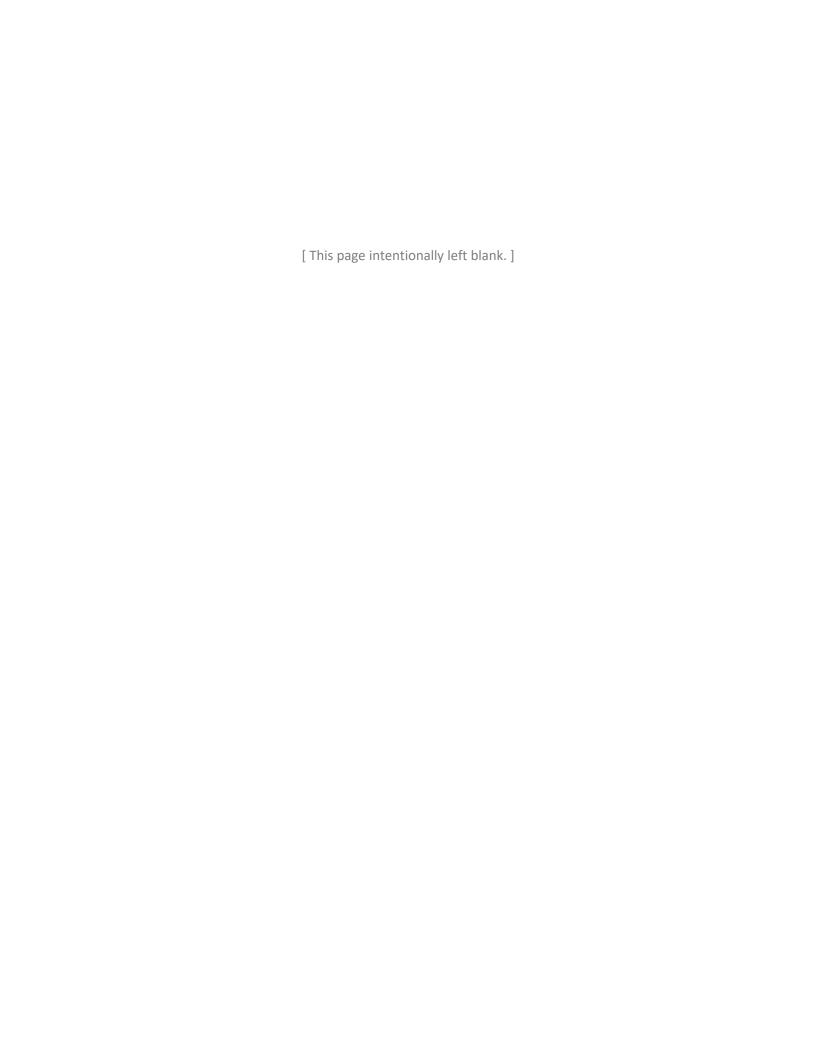
LEVEL 2 – SUPERVISOR FORMS PACKET 2024



# **Table of Contents**

# **Supervisor Forms**

Hiring Letter Template	5
Supervisor Checklist	
Vork Plan Template	
Daily Work Attendance Form	
Weekly Check In Template	12
COIN Method Template	14
Evaluation Form	15
Performance Improvement Plan Template	17





### **Hiring Letter Template**

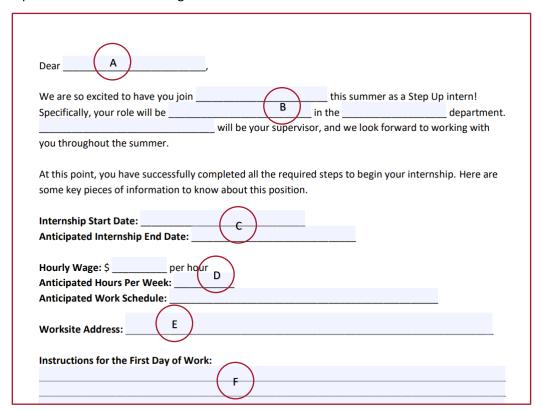
WHO: Supervisors or organizational contact will complete and send to interns

**WHAT:** This internship new hire template welcomes the intern and outlines the basic information needed prior to the intern starting

WHEN: It's recommended to send this to the intern at least one week prior to starting

WHERE: The letter may be mailed or emailed to the intern

- A. Type in the name of your new intern
- B. List your organizations name, the intern's title and department they will be working in; include who the supervisor will be. For example, "My name is Julie Jackson and I" or "Julie Jackson"
- C. Provide the dates of the internship
- D. List the wage and what you anticipate the work hours and schedule will be during the internship
- E. Provide the full address of the site where the intern will be working
- F. What does the intern need to know for the first day? Where do they check in on the first day? Who do they ask for when they get there? Do they need to bring a lunch? Is a refrigerator or microwave available?
- G. Provide contact information in case the intern has questions.
- H. The supervisor or contact sending the letter should include their title for the intern's reference





bef	nake sure you arrive on time on the first day of work, I suggest doing a "practice run" the week are your internship. Using the same mode of transportation you'll use to get to work on the first of tice your route to work and aim to arrive at the worksite by the time you will start work on the fi	•
•	If possible, it's a good idea to plan to arrive 15-minutes early on the first day in case you have ar epected delays.	y
If yo	u need to contact me on or before the first day of work, you can reach me by phone at	
ľm	ooking forward to a productive summer together and can't wait for your first day!	
Sino	erely,	
	Н	



# **Supervisor Checklist**

**WHO:** This resource is for you – the supervisor!

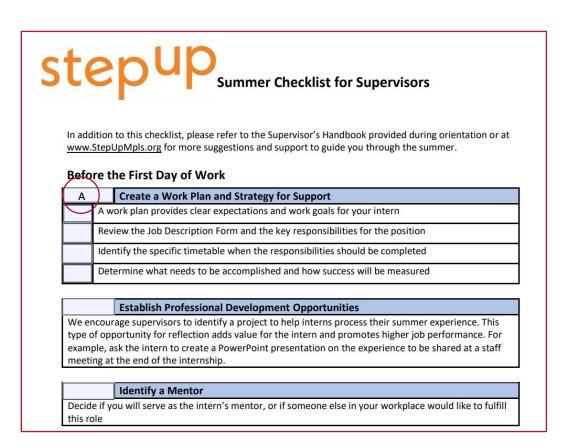
**WHAT:** Use this checklist as a simple overview of the main tasks a supervisor should be thinking about throughout the internship experience. Check off items as you address them.

**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.





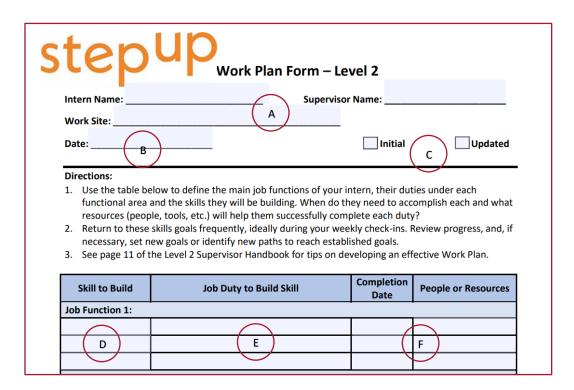
### Work Plan Template

**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 again 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

- A. Type in the name of the intern, supervisor and work site
- B. Type in the date that this was completed
- C. Check either the Initial or Updated box to indicate if this is a revision
- D. For each main job function, list a skill out of the MHA Lab's Building Block skills (page 40 in your handbook) that your intern will be gaining or enhancing during the internship
- E. List the work task or activity your intern will be doing that builds or enhances this skill
- F. Identify the helpful people and/or resources to achieve this and the date completed
- G. Identify and schedule opportunities for your intern to grow their professional skills and identity
- H. As a best practice, both supervisor and intern should sign and date the form agreeing on the tasks and opportunities defining the internship experience





	lopment Opportunities: ow to plan special events	s, informational intervie	•		
development opportun		e Level 2 Supervisor Ha	ndbook has mor	re info	
development opportun	•	e Level 2 Supervisor Ha	ndbook has mor	re info	Date Scheduled
development opportun	ities.	e Level 2 Supervisor Ha	ndbook has mor	re info	
development opportun	ities.		ndbook has mor	re info	



# **Daily Work Attendance Form**

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

- 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 arise
- E. Ensure agreement on the time track by signing & dating the document; save this document for your records

ste	pU	Daily \	Nork Atten	dance Forr	m	
Intern Name	e: <u>A</u>		Supe	rvisor Name:		
Work Site:	В		to			
Directions:						
	form to track da should initial dai	aily attendance ly time in and ou	ıt			
		hibit paying for l				
4. Complet	ed forms must b	oe signed by botl	n intern and sup	ervisor; keep co	mpleted copies	for 5 years
WEEK 1						
WEEK 1	Time In	Lunch Out	Lunch Back In	Time Out	Total Hours Worked	Intern Initials
	Time In	Lunch Out		Time Out		
Date	Time In	Lunch Out		Time Out		



Date	Time In	Lunch Out	Lunch Back In	Time Out	Total Hours Worked	Intern Initials
c )						
			urs per week?		NO	
	ork than 8 hour		•	— ( D )	NO	
Did intern w				\ /		
Did intern w		s* on any day?		\ /	NO	
Did intern w Intern Signa		s* on any day?		\ /	NO	
Did intern w Intern Signa Supervisor S	ture:ignature:	s* on any day?	E	□ YÈS □	NO Date:	



# Weekly Check-In Template

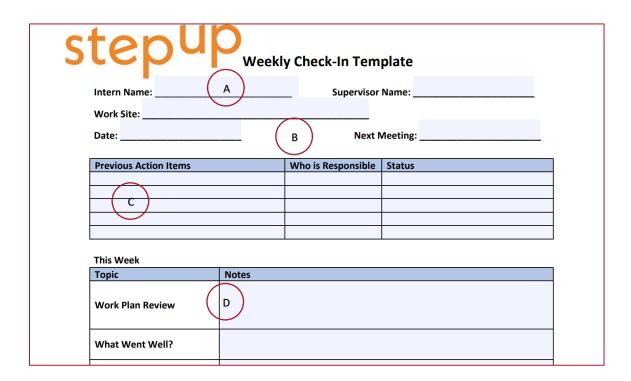
WHO: Supervisors fill out this form before or while reviewing it with the intern

**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

- 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





What Didn't Go Well?	_		
Skills Development – Strengths & Opportunities	(1		
Professional Development  - Ideas & Opportunities			
How Can I Help?			
New Action Items		Who is Responsible	Target Due Date
			<b>3</b>
	( E )		
Parking Lot: Thoughts / Idea	s for a Future Meeting		
	F		
Additional Notes:			
Additional Notes:			
Additional Notes:			



# **COIN Method Template**

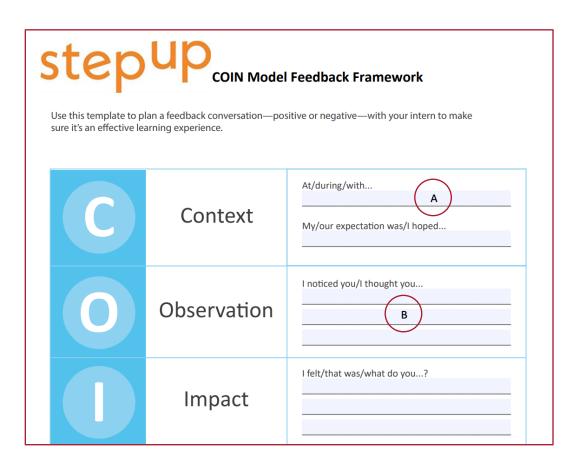
WHO: Supervisors may use this template for feedback

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

- 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.





### **Evaluation Form**

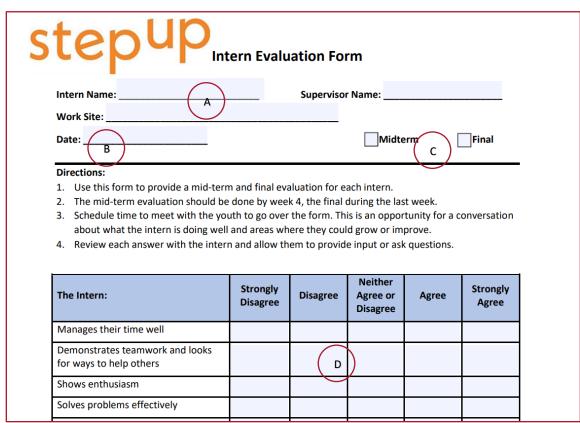
WHO: Supervisors fill out this form and then review it with the intern

**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

- 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





Skill	Is this a strength or growth area?	Example (something y like to see)	ou've observed or would
	(*)		
	F	)	
Intern Signature:			Date:



# Performance Improvement Plan Template

**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 Name:	A Supervisor Name:
Work Site:	
Date:	Next Meeting:
Incident	
Late Unexcused absence	C Inappropriate dress or mission uniform Inappropriate language
Excessive absence (excu	
Failure to follow direction	
Other:	
Details of the situation (site	specific examples):
	D
Improvement Plan (created	together with intern).
Improvement Plan (created	together with intern):
Improvement Plan (created	together with intern):
Improvement Plan (created	
Improvement Plan (created	
Improvement Plan (created	
	E
	pal warning about this before this corrective action?
Was the intern given a verb	pal warning about this before this corrective action? Yes No  F Please use the back of this form or attach notes regarding
<b>Was the intern given a verb</b> If yes, on what date the previous warnin	pal warning about this before this corrective action?    F Please use the back of this form or attach notes regarding.
<b>Was the intern given a verb</b> If yes, on what date the previous warnin	pal warning about this before this corrective action?
<b>Was the intern given a verb</b> If yes, on what date the previous warnin	pal warning about this before this corrective action?    F Please use the back of this form or attach notes regarding.
Was the intern given a verb If yes, on what date the previous warnin Intern Signature:	pal warning about this before this corrective action?
Was the intern given a verb	pal warning about this before this corrective action?
Was the intern given a verb  If yes, on what date the previous warnin  Intern Signature:  Supervisor Signature:	pal warning about this before this corrective action?