



## Work Plan Form – Level 2

Intern Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Work Site: \_\_\_\_\_

Date: \_\_\_\_\_

Initial

Updated

**Directions:**

1. 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?
2. 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.
3. See page 16 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
<b>Job Function 1:</b>			
<b>Job Function 2:</b>			
<b>Job Function 3:</b>			

**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

Intern Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_