

stepup INTERN WORK PLAN

Intern: _____

Supervisor: _____

See page 11 of the Step Up Level 2 Supervisor Handbook for tips on developing the Work Plan for your intern.

Job Performance Goals

Job Function 1: _____

(e.g. "Develop online training module for new electronic timesheets")

Job Duty	Date to be Completed By	Who I Will Work With/Resources	Key Skills Learned
Describe each duty related to the job function (e.g. "Create module outline; Design 10 slides and script; Record voiceover")			

Job Function 2: _____

Job Duty	Date to be Completed By	Who I Will Work With/Resources	Key Skills Learned

Job Function 3: _____

Job Duty	Date to be Completed By	Who I Will Work With/Resources	Key Skills Learned

Professional Development Opportunities

Use this space to plan special events, informational interviews, and other professional development opportunities. See page 12 in the Step Up Supervisor Handbook for more information on planning these opportunities.

Professional Development Opportunity	Date Scheduled