

# step up Weekly Job Coach Update



## Thank You and Welcome to Summer!

Thank you for being part of Step Up in Summer 2022! We couldn't do this program without you. The official first day of our program—Monday, June 27—is just around the corner, and we are so excited for you and your intern(s) to have a wonderful summer!

### Supervisor Orientation and Handbook

1. Hopefully you have already had a chance to view the [Step Up Supervisor Orientation Series](#) for this year! If not, please do so as soon as possible and let your Job Coach know if you have any questions.
2. Along with the video series, we would also like to share our [Supervisor Handbook](#) for this year. This handbook provides you with everything you need to know about supervising Step Up interns and includes a lot of great resources for you to access throughout the summer.

### Tips for a Strong First Week for Your Internship

Want to get your internship off on the right foot? Here are some tips:

- Develop a work plan for your intern before the first day. Use the [Work Plan Template](#) and see more information on page 13 of the Supervisor Handbook.
- Set appropriate expectations for your intern, even about very basic or common-sense aspects of the workplace. This will likely be your intern's first professional work experience and work place safety should be a priority.
- Make sure the intern(s) are aware of your workplace policies regarding safety in the COVID-19 pandemic.
- Explain workplace policies like appropriate work attire and who to contact if they will be late or sick. Ensure the work space is clean and free of health and safety hazards.

- Provide a workplace tour and cover workplace logistics, like what breaks your intern is entitled to and where they can eat lunch.
- Discuss the intern's work plan and allow the intern to provide input.
- Review workplace technology and related policies. Do not assume your intern is familiar with the technology your office uses.
- For a checklist of items to cover with your intern in the first week, see page 11 of your [Supervisor Handbook](#).
- If you are hosting a remote or hybrid position, be sure to check out our [Remote Best Practices Guide](#) for more tips!