

stepup WEEKLY CHECK-IN TEMPLATE

DATE:		TIME:		PARTICIPANTS:	
PREVIOUS MEETING:		NEXT MEETING:			
WEEKLY OBJECTIVES:	<ul style="list-style-type: none"> • Complete first stage of Major Summer Project 1 • Focus on looking for additional tasks when own work is done • Assist with preparing for department special event 				
PREVIOUS ACTION ITEMS		PERSON(S) RESPONSIBLE	DUE BY	UPDATE/NOTES	
Complete online onboarding modules		Michael	6/30	Complete.	
Arrange informational interview with John		Mary	6/28	Emailed John and waiting for response.	
Create draft of spreadsheet to track employer outcomes by undergrad and MBA alma mater		Michael	7/6	Identified data sources and will create spreadsheet template this week.	
AGENDA ITEM		UPDATES/NOTES			
Review Previously Assigned Action Items		[Discuss progress on the Previous Action Items above and adjust strategies and deadlines as needed.]			
Review Tasks Where Most Time Was Spent Last Week		Completing onboarding tasks. Getting familiar with the office and meeting people in our department. Starting on Major Summer Project 1.			
Work Plan Item 1		[This portion of the agenda is flexible and should be driven by the intern's work plan. Use this time to review progress and performance on work items completed to date and discuss how to tackle upcoming items on the work plan. This is a terrific opportunity to offer "real time" feedback to the intern, and if work plan goals are measurable, assess the outcomes against those goals. Make notes in this section about what you discussed so that you and the intern can revisit it later if necessary. As you identify action items, add them to the Assigned Next Steps section below.]			
Work Plan Item 2					
Work Plan Item 3					
Skills Development		<p>Skills Learned or Demonstrated Proficiently Last Week: [This is an opportunity to discuss the 12 Hirability Skills from MHA Labs. Highlight skills your intern is doing well and review ways to improve skills that need work. You're also encouraged to add skills relevant to your field to the discussion.]</p> <p>Skills to Focus on This Week: <i>Staying calm, clearheaded and unflappable under stress. Creating formulas in Excel.</i></p>			
Professional Development Opportunities		[Have a conversation about any professional development opportunities pursued in the last week and the learning from them. Ask the intern about what opportunities they want to pursue next.]			
How Can I Help?		[Tip: If your intern often answers "I don't know," ask two more specific questions: (1) What's one thing I did in the last week that supported you in your work? (2) What's one thing I did in the last week that got in the way of your work?]			
Next Steps Review		[Review the Assigned Next Steps below that you identified during the check-in.]			
ASSIGNED NEXT STEPS		PERSON(S) RESPONSIBLE	DUE BY	UPDATE/NOTES	
Create draft of spreadsheet to track employer outcomes by undergrad and MBA alma mater		Michael	7/6		
Follow up with John if he doesn't respond about informational interview		Mary	7/2		
Meet with Janet about planning department special event		Michael	7/1		

PARKING LOT ITEM	DESCRIPTION	TAKE UP WHEN:	
	[Use this section for items that come up during the check-in but should be revisited at a later date.]		
<i>Clinic Job Shadowing</i>	<i>Arrange a time for Michael to spend a day job shadowing in one of our clinics</i>	<i>Mid-July</i>	