**High School Name**

Internship Program

Training Plan

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| **Student Name:** |  |
| **Training Sponsor:** |  |
| **Training Sponsor Title:** |  |

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| **Evaluation Term Definitions** |
| **Needs Training** – Student intern has not received training.**Below Expectations** – Student has received training but needs additional support.**Meets Expectations** – Student intern is proficient.**Exceeds Expectations** – Student intern excels at competency. |

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| **Competencies** | **Evaluation** |
| 1 – Needs Training | 2 – Below Expectations | 3 – Meets Expectations | 4 – Exceeds Expectations |
| **Orientation** |
| Trained in basic business procedures for position. | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| General Orientation* Met supervisors and co-workers
* Reviewed training materials and procedures
* Understands expectations of position
 | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| Additional Comments: |  |
| **Safety** |
| Trained to identify potential safety hazards and how to handle safety issues.  | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| If encountered a safety issue, was able to report properly and promptly.  | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| Student has been trained on the equipment by the manager for the internship and follows Child Labor Laws. List equipment the student will be trained on that follows Child Labor Laws: | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| Additional Comments:\*If applicable, identify equipment at the internship site the student is restricted from using - if documentation is needed. |  |
| **Workplace Competencies** |
| **Prompt Arrival**Student attends work as scheduled and on time. | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| **Professional Attire**Student is well-groomed and appropriately dressed for position. | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| **Teamwork**Uses a team approach to daily workplace expectations. | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| **Trustworthy**Student is trustworthy and dedicated to the position. | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| **Professional Communication**Student is respectful and polite with supervisors/staff/clients.Listens and follows directions with minimal repetition. | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| **Initiative** Student take the initiative to find and complete tasks without supervision. | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| **Meets Deadlines**Student consistently accomplishes expected tasks | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| **Quality of Work**Student consistently complete tasks correctly without supervision. | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| **Growth Mindset**Accepts and implements constructive criticism to improve workplace performance professionally. | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| **Attitude**Student is enthusiastic and displays a positive behavior/interest in developing professional workplace skills | Needs Training | Below Expectations | Meets Expectations | Exceeds Expectations |
| Additional Comments: |  |
| **Skills Specific to Position** |
|  | Needs Training | Performs Task with Assistance | Mastered Task | Can Demonstrate Task to Others |
|  | Needs Training  | Performs Task with Assistance | Mastered Task | Can Demonstrate Task to Others |
|  | Needs Training  | Performs Task with Assistance | Mastered Task | Can Demonstrate Task to Others |
|  | Needs Training  | Performs Task with Assistance | Mastered Task | Can Demonstrate Task to Others |
| Additional Comments: |  |