



A proud partner of the American Job Center network

The purpose of internships through CareerSource Polk is to increase the work readiness capabilities of our youth. In order to ensure that expectations are clear on both sides, this form outlines the requirements of the training site management.

Training Site Manager:

- Will create, with the Training Counselor, a list of daily/ weekly tasks for which the trainee will be responsible.
Will provide Trainee Coordinator and trainee with guidance regarding appropriate work attire.
Rate the trainee's performance of workplace task list and attributes/behaviors on a bi-weekly basis.
Clearly explain your expectations to the trainee regarding motivation, punctuality, and behavior
Display worksite behavior the trainee should emulate.
Inform staff of trainee's planned training and request that they display their best workplace behavior.
Not assign the trainee only menial/mindless tasks: i.e., scraping chewing gum off the sidewalk, cleaning baseboards, etc.

The list of tasks should be definite and in some cases time defined. For example, you may want the trainee to be responsible for checking the paper level in your copier/printer and fax machine daily and refill as needed, empty office waste baskets daily, accept weekly delivery of materials and record the deliveries appropriately, answer office phones and take messages as needed, etc.

Task List

- 1. _____
2. _____
3. _____
4. _____
5. _____

Add additional pages if needed.

Task List Created by: _____ Date: _____

Site Name: _____

I understand that as a training site I must evaluate the performance of the intern under my supervision, provide the completed paperwork and communicate with the training monitor regarding the progress or lack of progress of the intern assigned to my organization.

Signature

Date