

## Intern Employment Planning Meeting

**Welcome and Introductions: Student Introduce everyone attending the meeting**

**Intern:**

**Family Members:**

**School Representative:**

**Agency Representatives:**

**Instructor:**

**Job Developer/Skills Trainer:**

**Skills Trainer:**

**1. What department/job am I doing this rotation?**


**2. What are my job responsibilities?**


**3. What have I found my strengths to be at this jobsite?**

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**4. What have I found my weaknesses to be at this jobsite?**


**5. What I really like about my job? What I really dislike about my job?**


**6. Intern Self-Evaluation:**

**1 = Worst 5 = Best**

<b>Attendance and Punctuality:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Missed? Tardy? Lunch?					

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<b>Attitude:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Great-always positive, Good-usually positive but sometimes negative, Okay-could be more positive, or Poor-negative most of the time					
<b>Comments:</b>					

<b>Appearance/Hygiene:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Do you always shower, wash your hair, brush teeth, wear deodorant, wear clean clothes and always in complete uniform?					
Always (100%)    Usually (85%-99%)    Occasionally (60%-85%)    Not Often (less than 60%)					
<b>Comments:</b>					

<b>Interaction with Others:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Fellow interns, Co-workers, Supervisors, Job Coach, Instructor					
<b>Comments:</b>					

<b>Ability to Follow Directions:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Always follow directions, Usually follow directions, or Could be better at following directions					
<b>Comments:</b>					

**Completing Task in a Given Time/Pace:    1            2            3            4            5**

Always finish, Usually finish, or Sometimes need help finishing my tasks.

**Comments:**

**7. How am I doing in the classroom?**


**8. What is my goal by the next meeting?**


**9. What is my goal for the end of Project SEARCH?**

Part or Full time?
What area?