

Student Name: _____ Business: _____

Transferable Job Skills: *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

Specific Job Skills: *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Advertise and market trade show booth		
Answer phones		
Attend planning meeting		
Color copy		
Create and revise a spreadsheet		
Customer relations		
Different design techniques		
Direct a meeting		
Enter in data base		
Filing		
Make a press match		
Packaging		
Prepare market package		
Proofreading skills		
Scheduling		

Supervisor Signature _____

Date _____

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Set up a photo shoot		
Work graphics software		
Write a letter		

Supervisor Signature _____

Date _____