

Davis School District
School-To-Careers
Work-Based Learning

STUDENT INTERNSHIP SKILLS LIST
Job Title: Politician

Student Name: _____ Business: Utah Republican Party

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
Phone system		
Fax machine		
Stuff envelopes		
Enter e-mail addresses		
Voice mail messages		
Enter data for mailings		
Do mailings		
Enter donations into computer		
Tally donations		
Check personal info on candidates		
Help with candidates' flyers		
Address envelopes for candidates, signs, booklets		
Contact public relations offices at high schools, etc.		
Contact county clerks		
Respond to writers' requests		

Supervisor Signature _____

Date _____

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Chart SLC registers		
Attend staff meeting		