

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
Check project estimate		
Check plans		
Customer/client services		
Enter legal descriptions in computer		
Input subdivision on computer		
Observe project bid		
Parcel check		
Place street co-ordinates		
Plot notes		
Post notices		
Progress evaluation		
Video tape prework area		
Visit work sites		

Supervisor Signature _____

Date _____

