

Student Name: _____

Business: **South Davis Chamber of Commerce**

Transferrable 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 transferrable 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
Assist at member luncheons		
Chamber committee assistance		
Create databases		
Edit newsletter & weekly fax		
Filing		
Market Research: Potential & current members		
Promote special projects and seminars		
Receive a fax		
Run copy machine		
Send a fax		
Take messages		
Typing / word processing		
Verify member information		
Other duties as assigned		

Supervisor Signature _____

Date _____