

Student Name: _____ Business: Lakeview Hospital Rotation

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.*

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|--------------------------------------|-------------------------------|
| •Work Habits and Attitudes | Interpersonal Effectiveness |
| •Technical Skills | •Quality of Work Accomplished |
| •Thinking and Problem Solving Skills | •Dependability & Punctuality |
| •Communication Competencies | •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
Put a PC together from scratch		
Load an operation system on the PC		
Set-up applications		
Set-up a network on the PC		
Link two PCs together		
Set-up a printer		
Diagnose a computer problem		

Supervisor Signature _____

Date _____