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

## STUDENT INTERNSHIP SKILLS LIST Job Title: Clerical Work

Student Name:\_\_\_\_\_

Business: Adoption Exchange

**Transferable Job Skills:** A number of workplace skills are necessary in <u>all</u> 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
Appropriate speaking		
Answering phones		
Filling out inquiry cards		
Enter data		
Put packets together		
Make colored copies		
Make double sided copies		

Supervisor Signature

Date