

stepUp

Weekly Job Coach Update



Finishing Strong!

Complete an End-of-Internship Evaluation with Your Intern

One of the best ways to synthesize the learning from a Step Up internship is by completing an end-of-internship evaluation with your intern. To make it easy, we've developed an [intern performance evaluation template](#) you can use.

Begin the evaluation by referring to the job functions you established for your intern at the beginning of the summer in their work plan. Talk with your intern about how they performed on each area of the work and discuss the skills they learned from completing each task.

Next, assess your intern on each of the MHA Labs 12 Hirability Skills (**see page 40 in your [Supervisor Handbook](#) for more details**). Make sure to provide examples to your intern of how they demonstrated these skills or times when they may have struggled with a particular skill. Discuss ways your intern can improve on the growth areas even after their internship.

After that, review the professional development activities your intern completed this summer, and help them understand what skills they learned from those experiences.

Get the Most Out of the Last Two Weeks

As the summer begins to wind down, take a few minutes to make sure you've maximized the experience for your intern.

- Review the summer work plan—are there any goals you haven't gotten to that you want to make sure the intern completes over the last two weeks?
- Ask your intern if there are any professional development opportunities they wanted to do as part of the internship but haven't had a chance to complete this summer.
- Reiterate your intern's value to your organization and keep up their motivation. If you notice a slip in your intern's attendance or other workplace behaviors, address it right away. Remind your intern of the investment they've made in the experience this summer to encourage them to persevere.