

Remodeling Tool Internship Program Monitoring Document Directions

All areas of the Monitoring Document must be completed. If an area is not relevant to the Internship Workers particular situation then the correct response is "N/A". Blank areas of the Monitoring Report will be seen as incomplete and will be returned to the Business Services Specialist for completion.

Coversheet

- ◆ **Contract #:** should reflect the number of the Internship Program contact with the business being monitored. This information is set as a header and is to be included on every page.
- ◆ **Contract Period** will reflect the (4-week) period the internship worker was placed with the business, not the date the business agreed to participate.
- ◆ **Worksite:** The company name as listed on the Internship Program Contract.
- ◆ **Worksite Address:** The specific location the Internship Worker was placed, not the location of the main office.
- ◆ **Immediate Supervisor:** The individual in charge of the Internship Worker while on duty.
- ◆ **Internship Worker Name:** The name as listed on the original contract.

Monitor

- ◆ **Printed Name and Title:** The name of the individual completing the report, including job title, should be the name shown on the original contract.
- ◆ **Signature:** Staff Signature completing Monitoring Report
- ◆ **Date of Monitoring Visit:** The date the individual conducted the visit to the Internship Workers location.

Report Completed

- ◆ **Date of the Completed Report:** The date the information gathered from the visit was officially typed up and compiled for submission.

Section 1: General Information

Section 1 reports on general contact information associated with the Internship Worker and his/her supervisor.

Contract #: Same as coversheet.

Internship Workers Name: Same as coversheet.

Internship Workers Job Title: This should reflect the same job title listed on the original contract.

Immediate Supervisor: Same as coversheet.

Worksite: Same as coversheet.

Phone: Phone number to the location of the Internship Worker's Supervisor

Email: Email address of the Immediate Supervisor

Fax number: Fax number most closely associated with Immediate Supervisor

Section 2: Internship Worker Review – Client Interview

2.1 General Duties

Job Description: The monitor should have the Internship Worker provide the job description in his/her own words, making note of key words to compare to the job description provided by the worksite at the time of the agreement.

Areas of Review: Each of the items listed under the "Area of Review" should be carefully reviewed and the questions should be presented to the internship worker.

Observations/Comments: When interviewing the internship worker the monitor should make note of any pertinent comments made by the internship worker. Observations that relate to the condition of the internship worker, his/her worksite, tasks, schedules, etc should be written in the area provided.

Determined How: For the purpose of submitting the official report note whether the comments are provided through observation or through client reports.

2.2 Accomplishments – Internship Worker Report

Area of Review: This area is to be answered through the interview with the internship worker only. The monitor should make note of comments that support the internship workers response.

Section 3. Internship Worker Review – Supervisor Interview

3.1 General Duties

Job Description: The monitor should have the Internship Worker’s Supervisor provide the job description in his/her own words, making note of key words to compare to the job description provided by the worksite at the time of the agreement.

Areas of Review: Each of the items listed under the “Area of Review” should be carefully reviewed and the questions should be presented to the Internship Workers Supervisor.

Observations/Comments: When interviewing the Internship Worker’s Supervisor the monitor should make note of any pertinent comments made by the supervisor. Observations that relate to the condition of the internship worker, his/her worksite, tasks, schedules, etc should be written in the area provided.

Determined How: For the purpose of submitting the official report note whether the comments are provided through observation or through supervisor reports.

3.2 Accomplishments – Internship Worker Report - Supervisor

Area of Review: This area is to be answered through the interview with the internship worker’s supervisor only. The monitor should make note of comments that support the supervisor’s response.

Section 4. Worksite Review

Areas of Review: Each of the items listed under the “Area of Review” should be carefully reviewed and answered with a “yes” or “no” based on the onsite monitoring of the internship workers worksite.

Observations/Comments: When visiting the internship worker’s worksite, the monitor should make note of the condition of the worksite.

Section 5. Strengths as Observed by Monitor

This area is to be used to note best practices used by the worksite, the internship worker, or the supervisor in order to provide information to others internship workers interested in working in this area, future relationship development, etc.

Observed: Internship Worker, Supervisor, Worksite provides a breakdown of the areas to more easily categorize areas being reported.

Comment(s): Any strength observed in one of the three areas should be noted in this area.

Section 6: Areas for Improvement as Observed by Monitor

This area is to be used to note areas that may need to be addressed before additional internship workers are placed with the worksite. It may also provide areas of service we can provide that may not have been touched on in previous meetings between staff and the worksite.

Observed: Internship Worker, Supervisor, Worksite provides a breakdown of the areas to more easily categorize areas being reported.

Comment(s): Any areas that would need be addressed in one of the three areas should be noted in this area.

Section 7. Success Story

Identify any exemplary activities in progress that would be appropriate for use by the BGWIB media department in a success story, press release, or other public relations material. This includes the hiring of an internship worker, a quote by the worksite of the benefit of the program and/or worker, etc.

Document Completion:

Completion of the Monitoring Report should result in original being submitted to:
Lori Collins
699 Perimeter Drive
Lexington, KY 40517

Copies to: File
 Workforce Specialist – if pertinent

Additional documentation: (Copies of Incident Report, Letter of Recommendation, Written Warning, etc)

All accompanying documentation must be included in the final submittal. Additional documentation should be shown in reverse chronological order. The monitoring document should always be the cover document. An incomplete Monitoring Report, a report that is missing information or documents referenced but not attached may be returned to the submitter as incomplete.