

Intern Goal Setting: Intern & Manager Assessment Form

Review period: Summer 2023

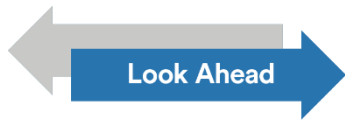
Intern Name Josiah Jennings	Intern Title IT Security Governance (GCP)
Manager Name Kristofer Hayes	Date of Performance Conversation Click or tap here to enter text.

Instructions

GENERAL	<ul style="list-style-type: none">• This worksheet is designed to help interns and managers develop goals together for the duration of summer.• Remember that goals should be SMART – Specific, Measurable, Attainable, Relevant and Timely.
INTERN	<ol style="list-style-type: none">1. Intern completes their portion of the Look Ahead section and meets with manager to discuss goals by the end of their first week.2. Intern participates in mid-point check in conversation with manager to see how goals are progressing and modify goals as needed3. Intern meets with manager by the Wednesday of the last week of the internship to complete Look Back section and discuss how goals were met throughout the summer.
LEADER	<ol style="list-style-type: none">1. Manager adds comments and their goals to Look Ahead section and sends completed form to Mackenzie Hertogs by end of interns first week (Friday, May 26th for semester interns and Friday, June 23rd for quarter interns)2. Manager facilitates mid-point check in with intern to see how goals are progressing and adjust as needed3. Manager facilitates final review conversation with intern discussing overall performance and completes Look Back section in partnership with intern4. Manager sends completed Goal Setting document to Mackenzie Hertogs by Wednesday of last week of internship (Wednesday, August 9th for semester interns and Wednesday, September 6th for quarter interns).

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EMPLOYEE	Goals and Aspirations:
	Intern's personal career goals and/or aspirational role(s): <i>Use this comment area to describe an aspirational goal or potential future role post-graduation.</i> Gain an understanding of proper security & IT at a high level specifically within Alaska Airlines. Make myself valuable enough to be brought back on. Or have gained fundamental understanding and experience that can be translated well in the cybersecurity world.
	Business and Personal Development Goals:
	What are 1-2 business comprehension or technical goals for your internship? <i>Use this area to describe specific goals that will directly grow your business and/or technical comprehension.</i> Gain an understanding of how to work in and with a team in the cooperate environment.
	Which 1-2 soft skills or professional development skills will you focus on during your internship? <i>Use this area to describe skills you will focus on over the summer (i.e., written/verbal communication, working as a team, emotional intelligence, asking for feedback, etc.) and your plan for continuing to build your skills/capabilities.</i> DevSecOps is one of the professional development skills or areas I would like to focus on. This includes training such as API creation, Azure development, etc. What are 1-2 things you hope to take away from your internship to prepare you for a full-time position after graduation? <i>Use this area to describe specific goals that will relate to your field of study and prepare you for a future position in this field.</i> Both experience and skills that I can demonstrate such as coding ability (YAML, C sharp), DevSecOps understandings including policy's, tools (blue lava, SonarQube, dependabot, github), pen test uses, etc.
LEADER	Manager Comments:
	<i>Manager comments on specific goals, commitments, and development priorities for this summer. If you have specific goals for the intern, please include those here.</i> <i>How will you support the intern's goals and commitments throughout the summer?</i>

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EMPLOYEE	Summary of Performance:
	Which goals were delivered and what was your biggest impact? (1-2 items) <i>Include any new goals made during your internship.</i>
	What was your most significant area of growth this summer and what did you learn? <i>Use this comment area to describe professional strengths and how they were displayed.</i>
	Which goals were not delivered and what do you wish you did better? <i>Use this comment area to describe goals not delivered and role specific skills you are still working on. Provide specific examples to describe areas to develop and how they were displayed.</i>

LEADER	Summary of Performance:
	What was the biggest impact this intern delivered? (1-2 items) <i>Manager comments on business commitments and goals</i>
	How has this intern grown in their time with us? <i>Manager provides specific examples to describe strengths and how they were displayed.</i>
	What suggestions do you have to continue growth in the future? (1-2 items) <i>Manager provides specific examples to describe areas to develop.</i>
	Manager Comments and Overall Performance Rating: <i>Use this section to add overall manager comments on your intern's performance, including areas to reinforce in the future.</i>

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