Student Work Plan

**This work plan is a template to encourage students to structure their employment contract. Your work plan should be completed jointly with your manager. It should allow both parties to discuss and complete their respective sections. Your work plan should be signed at each point of discussion within the work term.**

The purpose of the work plan is to identify tasks that will be assigned to you and to ensure that you have meaningful and sufficient tasks that will allow you to learn and contribute to the objectives of the organization. The work plan is also intended to allow you to express yourself openly and provide feedback to your manager.

Students are very important in Government of Canada (GC) and we want your work experience to be most rewarding. We encourage you to use this document throughout your student contracts in the GC.

If you have any questions, please contact [GC Students](https://wiki.gccollab.ca/GCStudents_-_%C3%89tudiantsGC).

**Student’s Name:**

**Manager’s Name:**

**Department:**

Frist Student Contract

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| --- | --- |
| **BEGINNING OF TERM**  **MY GOALS:** | |
| **MANAGER** | **STUDENT** |
| I want you to accomplish: | I want to accomplish: |

|  |  |
| --- | --- |
| **MANAGER** | **STUDENT** |
| To achieve this goal you will need to: | To achieve this goal I will need to: |
| Achieving this goal will allow you to develop  the following competencies: | Achieving this goal will allow me to develop  the following competencies: |

|  |  |
| --- | --- |
| **MANAGER** | **STUDENT** |
| I want you to develop/learn: | I want to develop/learn: |
| Learning Opportunities: | Learning Opportunities: |

Date:

Manager’s Signature: Student’s Signature:

|  |  |
| --- | --- |
| **MY PROGRESS**  **MID-TERM** | |
| **MANAGER** | **STUDENT** |
| You are (or are not) on track to meet your goals: | I am (or am not) on track to meet my goals: |
| Comments : | My observation on my progress are : |

Date:

Manager’s Signature: Student’s Signature:

|  |  |
| --- | --- |
| **MY FEEDBACK**  **END OF TERM** | |
| **MANAGER** | **STUDENT** |
| Overall, your progress was:  • Excellent • Satisfactory • Poor | Overall, my experience was:  • Excellent • Satisfactory • Poor |
| My observations of your progress are: | My observations on my experience are : |
| Final comments: | Final comments:  NOTE: If interested in potential future re-employment opportunities, please advise here. |

Date:

Manager’s Signature: Student’s Signature:

Student Contract Extension

|  |  |
| --- | --- |
| **MY GOALS:**  **Please add the new elements that will be part of this new period of employment.** | |
| **MANAGER** | **STUDENT** |
| I want you to accomplish: | I want to accomplish: |

Date:

Manager’s Signature: Student’s Signature:

Student Contract Extension

|  |  |
| --- | --- |
| **MY GOALS:**  **Please add the new elements that will be part of this new period of employment.** | |
| **MANAGER** | **STUDENT** |
| I want you to accomplish: | I want to accomplish: |

Date:

Manager’s Signature: Student’s Signature:

Student Contract Extension

|  |  |
| --- | --- |
| **MY GOALS:**  **Please add the new elements that will be part of this new period of employment.** | |
| **MANAGER** | **STUDENT** |
| I want you to accomplish: | I want to accomplish: |

Date:

Manager’s Signature: Student’s Signature: