Student Work Plan

**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**

All leaders within ESDC recognize that our employees, including you, are what make us a high-performing, world-class public service. We plan to retain and utilizes talent and support innovation and learning. To do so, we created a work plan outlining specific work and learning goals for you and to provide regular feedback on your progress in achieving these goals. The work plan is also intended to allow you to speak openly and provide feedback to your manager.

Students are very important in the department and we want your work experience to be most rewarding. We encourage you to use this document throughout your student contracts in the department.

If you have any questions, please contact The Student Network.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Branch/Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **BEGINNING OF TERM** **MY GOALS:** |
| **MANAGER** | **STUDENT** |
| I want you to accomplish:  | I want to accomplish: |
| To achieve this goal you will need to:   | To achieve this goal I will need to: |
| Achieving this goal will allow you to developthe following competencies\*: | Achieving this goal will allow me to developthe following competencies\*: |

\*Refer to competencies as per your Statement of Merit Criteria and reference the [National Competency Dictionary](http://iservice.prv/eng/hr/cbm/index.shtml)

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| I want you to develop/learn:  | I want to develop/learn: |
| Learning Opportunities:  | Learning Opportunities: |

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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. Would you be interested in returning to the same branch or another branch? If another branch, please specify which one(s) are of most interest to you. |

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Contract Extension

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| **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

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| **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

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_