

Extern POC Roles & Responsibilities

Before Extern Selections				
Provide number of anticipated number of externs you would like to host to the Extern Program Manager				
If there is anything specific you need in regard to an extern please let the Extern Program Manager know (i.e. degree discipline, school, major, etc.)				
Start thinking about an agenda/outline that your extern can reference throughout their learning experience				
Once the Announcement is Posted				
Attend the “Kickoff Meeting” and prepare any questions you may have about the upcoming externship program (usually about two weeks after the opening date of the announcement)				
Attend the “Kickoff 2” if you were unable to attend the initial “Kickoff” meeting				
After the Announcement Closes				
<ul style="list-style-type: none"> • Review extern applications in SharePoint • Print any applicant information that you may need • Set-up and conduct your interviews • Notate your selections in SharePoint • Be sure to indicate your back-up selections clearly • Notify HR that you have completed your selections • Contact HR should you have any questions 				
Provide account “mirroring” information to HR for your externs				
Provide supervisory approval for email account creation to the				

service desk (2-9000/servicedesk@USPTO.GOV)				
If the extern will be reporting to another supervisor, please provide this information to HR. This will insure that the supervisor is included on all communications and kept current with any externship information.				
Attend the “Pre-Extern Start Meeting” to discuss trainings, speaker series, brown bag events, etc.				
Externship				
Review and sign-off on the student volunteer agreement. Please return it to the Extern Program Manager.				
<p>Training and assignment of meaningful work; Review agenda/outline for externship learning experience</p> <p>Discuss your (supervisory) responsibilities during the internship and how feedback, guidance, and support will be provided</p> <p>Provide opportunities to participate in special programs and activities</p>				
<p>Develop and agree on a work schedule (days, start times)</p> <p>Monitor time and attendance; Complete the extern timesheet each week</p> <p>Discuss procedures for “calling out” (who needs to be notified, how, and when)</p>				
Review policies, expectations, responsibilities, confidentiality, and dress code, if applicable				
Review mission statement and organizational structure				

Determine “performance” review dates to provide the extern feedback in regard to work products and progress (one in 30 days and one near the end of the externship)				
Determine who will be the back-up POC should the identified supervisor be out of the office				
Conclusion of Externship				
Notify the Extern Program Manager of the externs departure date from the program				
Remind extern to complete the experience survey				
Remind extern of the “off-boarding” procedures				
Complete the extern POC experience survey				
Complete and provide the letter of completion for the extern program (one copy to the extern and one copy to the Extern Program Manager before the extern departs from the program)				