

Plan: Job Rotation Program Assignment

The goal of this process is to build a clear and comprehensive assignment plan that reflects agreement among the host-site supervisor, the rotator, and the program manager. The host-site contact, with input from the program manager, should complete it.

Host-Site Unit Overview: [Include description of the host unit's organizational structure.] _____

Host-Site Supervisor: _____

Host-Site Team: [Include description of the host team, including size/roles.] _____

Host-Site Location/Environment: [Include type of schedule (hybrid/remote).] _____

Assignment Position Overview

[Include detailed descriptions of learning objectives and work outcomes of the rotation.]

In this assignment, you will have the opportunity to:

Learn about _____

Learn how to _____

Assist with _____

Review and develop an understanding of _____

Process _____

Complete _____

Key Assignment Details

Essential skills: _____

System access/Security roles: _____

Special onboarding considerations: _____

Development Opportunities

Meetings and on-the-job learning: _____

Learning from others (such as peer partner, leaders): _____

Classroom and online learning: _____

Final Steps

Meetings prior to rotation (when, what type): _____

Review communication during program (e.g., How often? In person or virtual?): _____
