

## NOTES TEMPLATE

**WHAT IS THIS?** Supervisors may find it useful to take notes during Carnegie Mellon GROW® conversations. This document is a template for note taking.

Student's Name \_\_\_\_\_

Position Title \_\_\_\_\_

Date \_\_\_\_\_ Semester/Year \_\_\_\_\_

Meeting \_\_\_\_\_

Department \_\_\_\_\_

Supervisor \_\_\_\_\_

1. How is this job fitting in your academics?
2. What are you learning here that's helping you in school?
3. What are you learning in class that you can apply here at work?
4. Can you give me a couple of examples of skills you've learned here that you'll use in your chosen profession or next experience?

Supervisor Comments: