

**Infrastructure Properties and Planning**

**Rotational Assignment Program Agreement**

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| Participant: | Assignment Job Title: |
| Home Supervisor: | Host Supervisor: |
| Home Department: | Host Department: |
| Assignment Start Date: | Assignment End Date: |
| Funding Arrangement: | Assignment Compensation: |

**Section 1: Special Assignment Description**

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| **Qualifications Required: (skill set needed to participate in rotation)** |

**Section 2: Expectations**This section is to be completed during a meeting held with the participant, host supervisor, and home supervisor prior to the rotational assignment start date. During the meeting, Section 1 is reviewed and edited to fit individual interests. Specific expectations of outcomes, experiences, and learnings can be noted below.

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| **Participant Expectations** |
| **Host Supervisor Expectations** |
| **Home Supervisor Expectations** |

**Signatures:**

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| **Participant Signature** |
| **Host Supervisor Signature** |
| **Home Supervisor Signature** |

**Section 3: Periodic Check-Ins**The participant, host supervisor, and home supervisor should check-in periodically throughout the rotational assignment. The following section helps to document the check-ins and ensure success of the rotational experience.

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| **Date** | **Attendees** | **Comments** | **Next Steps** |
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**Section 4: De-Brief**After the rotational assignment is completed, the participant, host supervisor, and home supervisor should meet to discuss learnings, opportunities for improvement, and other topics of interest.

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| **Participant Comments** |
| **Host Supervisor Comments** |
| **Home Supervisor Comments** |

**Section 5: RAP evaluation**

**Please share** any comments/suggestions for improving future rotational assignments below.

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| **Participant Comments** |
| **Host Supervisor Comments** |
| **Home Supervisor Comments** |

**Section 6: Next Steps**: Participant and home supervisor will determine how the skills learned during the rotation will be utilized

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| **Participant:** |
| **Home Supervisor:** |

Please return a copy of the completed agreement to: IPP Human Resources at 124 Humphreys Service Building