



Gig Development Agreement Form

Participant Name:	Gig Title:
Participant Supervisor:	Gig Host:
Participant Department:	Gig Department:
Start Date:	End Date:

Section 1: Assignment Description

General Summary:
Assignment Deliverables: (skill enhancement opportunities and length of assignment)
Qualifications Required: (skill set needed to participate)

Section 2: Expectations

This section is to be completed during a meeting held with the participant, supervisor, and gig host prior to the 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.

Participant Expectations
Gig Host Expectations
Participant Supervisor Expectations

Section 3: Periodic Check-Ins

It is suggested that the participant, gig host, and participant supervisor should check-in periodically throughout the assignment. The following section helps to document the check-ins and ensure success of the experience.

Date	Attendees	Comments	Next Steps

Section 4: De-Brief

After the assignment is completed, the participant, gig host, and participant supervisor should meet to discuss learnings, opportunities for improvement, and other topics of interest.

Participant Comments
Gig Host Comments
Participant Supervisor Comments

Section 5: Assignment Evaluation

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

Participant Comments

Gig Host Comments

Participant Supervisor Comments

Section 6: Next Steps

Participant and participant supervisor will determine how the skills learned during the assignment will be utilized.

Participant:

Participant Supervisor: