

MIDPOINT PERFORMANCE EVALUATION

The purpose of the Midpoint Performance Evaluation is to facilitate a conversation between a student and their supervisor about job performance halfway through your internship, in order to identify ways to grow and improve before the experience is over.

Please rate and self-reflect on your job performance below. Please think hard and honestly about each of the categories and how you have performed so far. Beside each rating item, we have included a space for comments. Please include examples or explanations that will help us understand your ratings and your strengths and contributions. Your supervisor will then add their comments and feedback in the gray fields.

You will discuss the completed midpoint self-evaluation at your midpoint 1:1 meeting with your supervisor.

Student name:	Supervisor Name:
For each category, give yourself a score using this scale: 1=strongly disagree; 2=disagree; 3=agree; 4=strongly agree	

Student Self-Evaluation		
	Score	Comments, examples, explanations, etc.
Project/workload management <i>I accept my fair share of work and reliably complete it to everyone's satisfaction</i>		
Time management <i>I reliably complete satisfactory work on time</i>		
Professional oral communication <i>I demonstrate clear oral communication skills with team members, supervisor, and clients; I'm a good listener</i>		
Professional written communication <i>I demonstrate clear written communication skills with team members, supervisor, and clients</i>		
Dependability		

<i>I'm punctual, flexible, and give adequate notification of absences</i>		
Teamwork <i>I contribute meaningfully to collaborative projects, motivate the team, support team decisions, and help resolve conflicts</i>		
<p>What have you accomplished so far that you're proud of?</p> <p>Is there anything you want to get better at in the remaining part of the internship?</p> 		
<p>Supervisor's comments:</p> 		
<p>Work hours remaining in the internship:</p>		

Professional Development Check-In
What professional development goals did you set for yourself at the beginning of the semester?
What progress have you made on these goals?
What new professional development goals, if any, do you want to set for the rest of the semester?

What do you want to find out about career paths or professional development?

Who should you reach out to for an informational interview before the end of the semester to help shed light on these questions?

Supervisor Comments/Next Steps:

Performance evaluation reviewed on: