



# MID-INTERNSHIP EVALUATION

Intern Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

## 1. Job Performance Goals

Job Function 1: \_\_\_\_\_

Job Duty	Date to be Completed By	Assessment of Progress and Results	Plan for Completion by End of Internship
		<i>Assess progress toward goals with emphasis on skills (e.g. "Slide design has progressed slower than expected because Michael has not used PowerPoint before. Will watch some online videos to learn PowerPoint basics.")</i>	<i>If this task has not been completed, outline the plan for completing it before the end of the internship and any adjustments to the original goal (e.g. "Mary will work with IT to get recording software loaded on Michael's computer by August 10.")</i>

Job Function 2: \_\_\_\_\_

Job Duty	Date to be Completed By	Assessment of Progress and Results	Plan for Completion by End of Internship

Job Function 3: \_\_\_\_\_

Job Duty	Date to be Completed By	Assessment of Progress and Results	Plan for Completion by End of Internship

## 2. Skills Assessment – MHA Labs Hirability Skills

<a href="#">Personal Mindset</a> (link)- there are 7 personal mindset skills that drive achievement. Below are a few examples:	Strength/Growth Area	Reflections/Examples; Plans to Improve Growth Areas
Needs minimal supervision to complete the tasks.	<i>Strength</i>	<i>Example: "Michael was trained to complete a project that involved scanning all our historical documents into a shared online file. After an initial training, he came in each day and worked on the project without needing to ask for additional support."</i>
Follows rules/directions as required by the task/situation.		
Adapts approach in response to new conditions or others' actions.	<i>Growth</i>	<i>Example: "We had a new teammate join Michael to assist with the scanning project. This new intern approached the work in a different way from Michael, and Michael experienced challenges adapting the process to include another workstyle. Adapting the approach of a project in response to a new condition is an area of growth for Michael."</i>
<a href="#">Planning for Success</a> (link)- there are 7 planning for success skills that drive achievement.	Strength/Growth Area	Reflections/Examples; Plans to Improve Growth Areas
Sets and prioritizes goals (broken into actionable steps) that reflect a self-awareness of one's capabilities, interests, emotions, and/or needs.		
Manages time to complete tasks on schedule.		
Monitors progress and own performance, adjusting approach as necessary.		
<a href="#">Social Awareness</a> (link)- there are 4 social awareness skills that drive achievement.	Strength/Growth Area	Reflections/Examples; Plans to Improve Growth Areas
Recognizes the consequences of one's actions.		
Takes into consideration other's situations or feelings.		
Develops and implements strategies for navigating in different cultures/contexts (i.e., manages different patterns of behavior, rules, and norms).		
<a href="#">Verbal Communication</a> (link)- there are 5 verbal communication skills that drive achievement.	Strength/Growth Area	Reflections/Examples; Plans to Improve Growth Areas
Organizes, uses, and adjusts information that serves the purpose of the message, context, and audience		
Signals listening according to the rules/norms of the context and audience		

Asks questions to deepen and/or clarify one's understanding when listening to others		
<b>Collaboration (link)- there are 6 collaboration skills that drive achievement.</b>		
Completes tasks as they have been assigned or agreed upon by the group		
Encourages the ideas, opinions, and contributions of others, leveraging individual strengths		
Clarifies areas of disagreement/conflict that need to be addressed to achieve a common goal.		
<b>Problem Solving (link)- there are 6 collaboration skills that drive achievement.</b>		
Gathers and organizes relevant information about a problem from multiple sources.		
Generates potential solutions to a problem, seeking and leveraging diverse perspectives.		
Selects and implements best solution based on evaluation of advantages and disadvantages of each potential solution.		
<b>Industry/Job Specific Skills</b>	<b>Strength/Growth Area</b>	<b>Reflections/Examples; Plans to Improve Growth Areas</b>
<i>Example: Microsoft PowerPoint</i>		

### 3. Professional Development

Professional Development Opportunity	Date Occurred	Skills Learned
<i>Example: "Attended a presentation given by our IT consultant."</i>		<i>Example: "Observed how professionals interact in a meeting. Discussed what made the vendor's presentation effective. Gained insight into how strategic IT decisions are made."</i>

### 4. Supervisor/Intern Discussion

1. How have I as a manager supported you in your work?
2. What can I as a manager do to support you better in your work during the remainder of the summer?
3. Describe your experience to date in the workplace. Is there anything I can do to make it a more comfortable environment?