



Basic Information

\_\_\_\_\_  
Name of Intern

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Internship Organization

\_\_\_\_\_  
Supervisor email address

Purpose & Goal

The goal of a mid-point conversation is to facilitate feedback that can allow for growth as the intern continues. Use this document as a starting point for the conversation. It can be helpful for both individuals to answer the questions separately then meet together to discuss.

Feedback Questions

Has the intern:

1. Successfully complete the duties you assigned?

always      most of the time      some of the time      rarely      never      N/A

2. Arrive punctually to work?

always      most of the time      some of the time      rarely      never      N/A

3. Behave in a professional manner appropriate to the office?

always      most of the time      some of the time      rarely      never      N/A

4. Take initiative (when appropriate)?

always      most of the time      some of the time      rarely      never      N/A

5. Ask questions when appropriate?

always      most of the time      some of the time      rarely      never      N/A

6. Communicate clearly?

always      most of the time      some of the time      rarely      never      N/A



Feedback Questions Cont.

7. What has gone well; what are the strengths of the intern?

8. What are areas for improvement as the intern continues?

Signatures

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Supervisor

\_\_\_\_\_  
Date