

# Work-Based Learning Internship

## MIDPOINT EVALUATION



### INTERNSHIP TIMELINE



This Internship MidPoint Evaluation is completed by the business mentor at the halfway point (30 hours of completed internship work).

Student Intern Name \_\_\_\_\_ Date \_\_\_\_\_

Business Name \_\_\_\_\_

#### Internship Time Frame of Evaluated Period

From \_\_\_\_\_ to \_\_\_\_\_ Total Hours \_\_\_\_\_

Internship type (i.e. business, legal, marketing, medical...) \_\_\_\_\_

Skills and Activities Performed Under Supervision \_\_\_\_\_

#### Indicate Level of Performance by Checking the Appropriate Box

| <b>Please use the following scale to assess the intern's soft skills.</b> If the intern was not exposed to the skill, please leave blank | (1)<br>Training Level    | (2)<br>Entry Level       | (3)<br>Exceeds Entry Level |
|--|--------------------------|--------------------------|----------------------------|
| 1) Demonstrates enthusiasm for the business/ position  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 2) Demonstrates an understanding of business operations  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 3) Demonstrates promptness (arrives on time as scheduled)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 4) Avoids absenteeism  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 5) Maintains proper grooming, dress and hygiene  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 6) Is accountable for his/her own learning; asks questions   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 7) Works well with others as a team  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 8) Is engaged (i.e. keeps hone/ electronics put away)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 7) Adheres to company policies & procedures  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |



| Please use the following scale to assess the intern's hard skills. If the intern was not exposed to the skill, please leave blank | (1)<br>Training Level    | (2)<br>Entry Level       | (3)<br>Exceeds Entry Level |
|---|--------------------------|--------------------------|----------------------------|
| 1) Use and applies math skills at the level needed for career   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 2) Read and understand written information  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 3) Has and applies computer/ technical skills   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 4) Demonstrates customer service skills   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 5) Communicates well both spoken and written  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 6) Can operate equipment relevant to the career   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |

**LEGEND**

(1) TRAINING LEVEL: Preparing to become work-ready but has difficulty completing tasks without prompting and repeated help. Does not readily request help. This is the level we expect students to be at when entering a work environment for the first time.

(2) ENTRY LEVEL: Meets and demonstrates the skills at a level equal to what is expected of any employee in a similar position. Completes tasks and work projects with and without help. Improves work using team or supervisor feedback. Meets quality standards and can work with little supervision; continues to improve skills.

(4) EXCEEDS ENTRY LEVEL: Demonstrates mastery of skills at a level above what is expected of any entry-level employee in a similar position. Uses information generated personally and by others to improve work quality. Identifies problems before they arise and makes adjustments accordingly. Exceeds work expectations by taking initiative; understands the business and can anticipate project needs.

What skills would you recommend this student intern practice or learn that will help him or her be successful in this career field?

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By signing this form, I acknowledge I have reviewed this document with the student intern and offered feedback

Signature \_\_\_\_\_

