

## Mid-Point Review

**OVERVIEW:** These questions are provided to workplace supervisors to gather and provide feedback during the informal mid-point review. You are not required to use these questions, but they are a good place to start. You do not need to report back to Right Track about this review.

### Questions for the Intern to Reflect Upon

1. What is one thing you learned or did in the first half of your internship that you found to be very valuable or meaningful?
2. What is one skill, ability, or habit you would like to improve upon during the second half of your internship?
3. How does this internship fit into your plans for the future?
4. What kind of tasks or training in the second half of the internship could help you move closer to those goals?
5. What can I do as a supervisor to support you?
6. Do you have any questions about your assignments or the work environment?

### Questions for the Supervisor to Reflect Upon

1. Which skills, abilities, or habits stand out as particular strengths for this intern so far? (e.g. curiosity, ability to deal with difficult customers, technology skills, attention to detail)
2. Which skill, ability or habit would you most encourage this intern to work on over the remainder of the internship? (e.g. openness to feedback, written communication, attention to detail)
3. What specific steps can the intern take to improve in the area identified in question 2?