

Midterm Appraisal
DUE JUNE 22, 2004

Student _____ Date _____

Site Supervisor _____

Job Title _____ Phone _____

Projects Completed

Current or Pending Work

Performance Appraisal:

	Excellent	Good	Satisfactory	Needs Improvement	Poor
A. Use of working time					
B. Quality of work					
C. Initiative--Assumes responsibility					
D. Ability to learn					
E. Communication skills					
F. Accepts feedback and learns from it					
G. Adaptable to changing situations					
H. Performance in stressful situations					
I. Meets deadlines					
J. Demonstrates ability to meet and deal with clients or customers					
K. Reliable and prompt					
L. Maintains appropriate appearance					

Midterm Performance Appraisal

Suggested Improvements:

Supervisor's Comments:

Supervisor Signature

Date

Intern Review:

If the intern wishes to do so, any comments concerning the evaluation (agreement or disagreement) may be indicated in the space below:

I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with this evaluation.

Intern Signature

Date