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

**Performance** **Ratings:**

1. Unacceptable

2. Needs Improvement

4. Consistently Performs Above Expectations

Demonstrates enthusiasm about training

Progress in skills and abilities

Positive attitude

**Average** **rating**

With colleagues and co-workers

With supervisor(s)

**Average** **rating**

Reliable/Dependable/Punctual

Efficient

Accurate

Cooperates with staff members

Internship Program

**Mid-Term** **Progress** **Report**

To be completed after approximately 50% of the required hours have been completed.

**Employer** **Host** **Company:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3. Effective/Occasionally Exceeds Expectations

5. Outstanding

**Professional** **Growth** **Rating**

Effective communication skills

Problem solving

**Interpersonal** **Skills** **Rating**

With clients/customers

**Work** **Habits** **Rating**

Follows company policies/procedures, including dress code

Follows instructions

Computer proficiency

Word processing

Office procedures

Internship Program

Accepts and uses new ideas/methods

Accepts and uses constructive criticism

**Average** **rating**

Customer service skills

Telephone etiquette

Office machines

**Technical** **Aptitude** **Rating**

**Average** **rating**

**Total** **average** **rating** **=**

**Additional** **comments** **regarding** **the** **Intern’s** **overall** **performance** **and/or** **areas** **of** **skills development.**

*Intern* *Printed* *Name* *and* *Signature* *Date*

*Authorized* *Printed* *Name* *and* *Signature* *of* *Supervisor* *Date*