



Site Supervisor's Mid-Year Progress Report of Master Degree Candidate

Candidate Name

Work Site

Site Supervisor Name

Date

Directions: Please indicate your rating of the candidate in each of the areas listed below by indicating their performance using the following scale:

1 = Poor 2=Marginal 3=Average 4=Good 5 = Excellent N/A – Not Applicable

Professionalism	Rating
Dependable (attendance & punctuality)	
Professional behavior and appearance	
Assists fellow workers and exhibits teamwork	
Demonstrates sound judgment	
Has appropriate rapport with co-workers	
Responds positively to supervision	
Follows organization policies and procedures	
Job Performance	
Demonstrates willingness to learn the job	
Generates high quality work products/activities/events	
Solves problems well	
Works efficiently	
Works independently without close supervision	
Takes initiative when appropriate	
Workplace Attitude	
Is actively engaged	
Relates well to supervisor(s)	
Is receptive to suggestions/criticism	
Accepts added responsibility willingly	
Accepts responsibility for own actions	
Specific Skills	
Written Communication	
Verbal Communication	
Takes information and ideas and is able to draw conclusions (analytical)	
Programming events/activities	
Supervision/Leadership	
Budgeting	
Accounting	
Risk Management	
Promotion and Marketing	
Planning	
Sustainability	
Knowledge & Application of Trends and Issues in the field	
Computer & Software Applications (Word, Excel, Research, Graphics)	

Evaluate candidate's progress toward completion of Project Objectives (refer to Learning Agreement)					
The following objective has progressed to a level of <i>what percentage (%)</i> completion? \longrightarrow	100%	75%	50%	25%	No Progress
1.					
2.					
3.					

What is the plan of action for 100% successful completion of the objectives listed above? (Discuss the plan during the evaluation meeting and briefly describe it below)

This Candidate's overall performance at this point is (check one)

Satisfactory **Unsatisfactory**

Supervisor's Signature _____ **Date** _____

I have reviewed the mid-term evaluation with my site supervisor and am aware of performance expectations for successfully completing my project.

Intern's Signature _____ **Date** _____