

Internship Program **Performance Evaluation**

Internships

Today’s Agenda

- Preparing For Your Evaluation
- Before The Conversation
- During The Conversation
- After The Conversation
- Tips for Success
- Next Steps



Preparing For Your Evaluation

Midway Evaluation

- (July 15–22)
- Schedule to meet with your manager

Final Evaluation

- (Due August 22)
- Schedule to meet with your manager to review final feedback

These conversations are designed to support your development—not to catch you off guard.



Before The Conversation

Complete your Midway Self-Evaluation Survey

- Reflect on your experience: What have you learned? What are you proud of?

Schedule time with your manager for your feedback session

- Bring examples of your work or accomplishments to discuss
- Review your goals from the start of the internship



During The Conversation

Listen actively and take notes

- Ask questions to clarify feedback or expectations
- Share your goals and what you've learned so far
- Be open and professional—this is a two-way conversation
- Connect your work to the mission and values of



After The Conversation

Write down key takeaways and feedback

- Follow up if you need clarification or support

Set 1–2 goals for the remainder of your internship

- Send a thank-you note to your manager
- Use the feedback to improve and finish strong



Tips for Success

Treat your evaluation as a learning opportunity

- Be honest with yourself—growth starts with reflection
- Build trust by being engaged and proactive
- Speak up about your interests and career goals
- Use this time to ask for advice and mentorship





Next Steps

Complete Midway Self Evaluation

(survey link will be shared)

Review the Self-Evaluation Prep Guide

Prepare questions and goals to bring to your conversation

Schedule your feedback session with your manager

July 15th -July 22nd