

Monthly Skills Progress Form and Interview Protocols

LTW Monthly Skills Progress Form	
Intern:	Date:
Site supervisor:	Site:

Skill Categories	Needs Improvement	Approaching expectations	Meeting expectations	Exceeding expectations
Workplace Navigation				
Time management: punctual, present				
Number of absences: Number of late arrivals:				
Workplace appearance: dress and demeanor				
Workplace knowledge: ethical, follows policies				
Interpersonal Skills				
Teamwork: works well with others				
Leadership: influences others in positive ways				
Communication: listens, communicates effectively				
Self-Awareness & Problem-Solving				
Manages emotions				
Solves problems				
Self-advocacy: asks for help, articulates needs				

Focus on Growth				
Learning mindset: ask questions and shows interest in professional growth				
Responsive to feedback				
Digital Literacy				
Can operate job-related technologies				

[Site Supervisor Interview Protocol](#)

[Intern Interview Protocol](#)

Site Supervisor Interview Protocol

Choose one of the skills or skill categories that you see as a strength area for the intern. What is an explanation/example <i>from this last month</i> that supports the rating you gave?	
Choose one of the skills or skill categories that you see as a growth area for the intern. What is an explanation/example <i>from this last month</i> that supports the rating you gave?	
Review the Employer Site Assessment data to check if anything has changed or needs to be discussed.	

Next Steps

For the site supervisor	
For the WBL Coordinator	

Intern Interview Protocol

Choose one of the skills or skill categories that you see as a strength area for yourself. What is an explanation/example <i>from this last month</i> that supports the rating you gave?	
Choose one of the skills or skill categories that you see as a growth area for yourself. What is an explanation/example <i>from this last month</i> that supports the rating you gave?	
Review the Employer Site Assessment data to check if anything has changed or needs to be discussed.	

Next Steps

For the intern	
For the WBL Coordinator	