



## Mid-Term Check-In

You are responsible for creating an agenda for your mid-term check-in with your worksite supervisor. The purpose of this meeting is for you to reflect on your performance at your worksite and allow for open dialogue with your supervisor on how you can improve. Below are a list of example prompts you could use to lead your meeting discussion.

- How do you feel about your work role and responsibilities?
- Do you have a clear understanding of your tasks and goals?
- What challenges or obstacles have you encountered so far and how have you addressed them?
- How do you prioritize and manage your tasks?
- Are there any resources or support you feel you need to perform better?
- Are you making progress on your goals? If not, how can you improve?

### Directions:

1. Create a meeting agenda.
2. Schedule a time to meet with supervisor in the mid-term check-in window. See program calendar\*
3. Meet with supervisor and discuss planned topics.
4. Write up a meeting summary.
5. Send agenda and meeting summary to [lcworkscholars@lcsc.edu](mailto:lcworkscholars@lcsc.edu) by the end of the mid-term check-in window. See program calendar\*