**INSTRUCTIONS**: Answer questions 1-3 on your own and questions 4-6 at an in-person meeting with your supervisor.

|  |
| --- |
| Student Name: |
| Ignite Job Title: |
| Ignite Department: |
| Ignite Supervisor (Name and Title): |

**PART 1 – TO BE COMPLETED ON YOUR OWN**

1) What is your progress toward the goal you developed at your Initial Check-In? What has been going well? Where could you use guidance?

|  |
| --- |
|  |

2) List 3-5 competencies or skills that you feel you are developing/have developed while in your Ignite role. These can be the career competencies listed on the job posting, technical skills related to the job, or transferable skills that can be used in your future career.

|  |
| --- |
| 1.2.3.4.5. |

3) Take some time to think about what you would like to discuss with your supervisor at your Midpoint meeting, and write down your thoughts and ideas below. This could include what is going well, what you are having trouble with, any additional projects or tasks you would like to take on, or any concerns you may have.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 2 – TO BE COMPLETED WITH YOUR SUPERVISOR**

Note for supervisors: below are a set of discussion questions to help guide your midpoint career conversation with your student. After you have discussed the topic(s), have your student answer the question in the box below.

4) Discuss the ways in which your student has been successful in their Ignite role so far. This could include what’s been going well, certain projects or tasks they’ve completed, their greatest strength, or particular skills they have.

|  |
| --- |
| *Student reflection question: based on your discussion, what has been your greatest accomplishment or success so far in your Ignite role? Write your answer below.* |

5) Discuss the ways in which your student’s work performance could improve. This can include clarifying your performance expectations, addressing job duties they may be struggling with, or creating an action plan for improvement.

|  |
| --- |
| *Student reflection question: based on your discussion, what has been the biggest challenge for you so far, and what obstacles are getting in the way of making progress? Write your answer below.* |

6) Discuss your student’s career goals how their Ignite position relates to their future career. This can include transferable skills and knowledge gained, how their job fits in with their program of study, or valuable experiences they’ve had that they can articulate to future employers.

|  |
| --- |
| *Student reflection question: based on your discussion, what have you learned in your Ignite role so far that you think you’ll use in your chosen profession?* |

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send a signed copy of this form to** **ignite@uwindsor.ca** **- you can scan it or take a photo of it**