

## Work Experience Check In

To be completed by the Faculty and Employer during the work experience

This form is intended to guide conversations during site visits and check-ins between the Faculty and the Employer.

### STUDENT INFORMATION

Student Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Program: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_  
 Campus: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

### VISITATION/CHECK-IN DETAILS

Date: (month/dd/yyyy)	
Interview Conducted:	<input type="checkbox"/> with the student and supervisor separately
	<input type="checkbox"/> with the student present during the visitation
Visit:	<input type="checkbox"/> On-site <input type="checkbox"/> by phone <input type="checkbox"/> Other: _____

#### RELATIONS WITH OTHERS

- Works well with others
- Gets along satisfactorily
- Some difficulty
- Works poorly with others

#### DEPENDABILITY

- Completely dependable
- Satisfactory
- Sometimes neglectful or careless
- Unreliable

#### ABILITY TO LEARN

- Exceptional.
- Very good, except \_\_\_\_\_
- Satisfactory, but \_\_\_\_\_
- Below average, should \_\_\_\_\_
- Very slow

#### ATTITUDE – APPLICATION TO WORK

- Very interested and industrious
- Satisfactory in diligence and interest
- Somewhat indifferent
- Definitely not interested

#### JUDGEMENT

- Exceptionally good
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgement

#### INTEREST & ENTHUSIASM

- Above average interest and enthusiasm
- Satisfactory amount of interest and enthusiasm
- Somewhat indifferent
- Definitely no interest or enthusiasm

#### ATTENDANCE

- Regular
- Irregular

#### PUNCTUALITY

- Regular
- Irregular

#### OVERALL WORK PERFORMANCE

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

#### STUDENT NEEDS TO IMPROVE ON (Please check all that apply)

- Human Relations
- Accepting constructive criticism
- Following orders/directions
- Use of telephone
- Quantity of work
- Ability to communicate (written-spoken)
- Mathematics ability
- Quality of work
- Operating equipment
- Other

### SIGNATURE

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date