

## 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

### NSCC SIGNATURE

\_\_\_\_\_  
Faculty Name

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

### EMPLOYER PARTNER SIGNATURE

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date