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**INSTRUCTOR’S SITE VISIT FEEDBACK TOOL**

**Name of Intern:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program of Study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Using the rating scale below, rate the intern by inserting the number that best reflects your opinion of the intern’s activities.

Please use the comments section at the bottom for clarification or expansion of any ranking.

**5**. **Outstanding:** Performance is exceptional in all areas.

**4. Very Good:** Performance is of a high standard and is achieved consistently.

**3**. **Good:**  Performance consistently meets job standards.

**2**. **Improvement Needed:** Performance is deficient in certain areas.

**1**. **Unsatisfactory:** Performance is unacceptable.

**This rating sheet is used to evaluate the intern’s performance and to help them improve.**

|  |  |  |
| --- | --- | --- |
| **STANDARD** | **CRITERIA** | **RATING** |
| Communication | Demonstrates the ability to speak, listen, read, and write in performing job tasks. |  |
| Problem Solving | Identifies problems, understands their context, and develops workable solutions. |  |
| Decision Making | Demonstrates the ability to make decisions necessary to complete job tasks. |  |
| Organizing & Time Management | Completes assigned tasks from start to finish by gathering, organizing and evaluating information as necessary, and using good time management skills. |  |
| Professionalism | Meets workplace standards on confidentiality, flexibility, appearance and making good impressions. |  |
| Interacting with Others | Works professionally and respectfully with co-workers and supervisors and resolves conflict in a constructive manner. |  |
| Quality of Work | Performance of tasks is to the prescribed standard. |  |
| Knowledge of the Business Community | Understands the role of the organization within the business community. |  |
| Health and Safety  | Understands and practices health and safety behaviours in the workplace. |  |
| Attendance | Maintains a 95 - 100% attendance record. Notifies Supervisor when being absent. |  |
| Punctuality | Maintains 95 - 100% punctuality rate. Notifies Supervisor when being late. |  |
| Attitude | Shows enthusiasm for the job and a positive demeanour when completing assigned tasks. |  |
|  |  |  |

1. Site Instructors: Have you discussed this evaluation with the student? Yes No

Comments

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

1. Does this intern have the potential to advance in this profession? Yes No
2. Please indicate the strength(s) you observed in the intern.

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1. Please indicate those skills you believe the intern will need to improve for successful entry and advancement in this profession.

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Other Comments

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Signature of Instructor/Faculty Date of Site Visit

**Thank you for your contribution.**