

## ***Commerce & Management Employer Mid-term Review***

Organization: \_\_\_\_\_

Student: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Location: \_\_\_\_\_

MCS Rep: \_\_\_\_\_

Review Format:

☐ In person   ☐ Video   ☐ Phone   ☐ E-mail

Review Date: \_\_\_\_\_ Review Time: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ \$/Hour: \_\_\_\_\_ Hours/Week: \_\_\_\_\_

**Describe the student's job indicating the specific responsibilities and projects assigned.**

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**Is your student working remotely?** Describe your remote communication, training and supervision setup. How does it support the student's learning and progression in their role? Are you or the student experiencing specific challenges with this remote work term?

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**Productivity, Organization, Initiative:** Effective time management, meets deadlines, exercises judgement, sets priorities, multi-tasks, able to recognize what needs to be done, self-starter, able to identify learning opportunities, seeks out projects, proactive

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**Ability to Learn, Response to Supervision, Problem Solving:** Fast learner, asks questions when necessary, applies past knowledge, responds well to direction and feedback, able to analyze situation, recognize a problem, identify and use available resources to come to solutions, make recommendations

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**Professionalism, Attitude, Reliability:** Shows enthusiasm, takes pride/ownership in work, displays appropriate workplace behavior, committed to work/team/task, punctual, dependable

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**Verbal and Written Communication:** Communicates clearly, concisely, and professionally in verbal and written form, proper spelling, punctuation, and grammar, portrays confidence when speaking

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**Independent Work, Teamwork:** Produces high quality work, detail oriented, listens, offers opinions, respects opinions of others, committed to getting the job done, flexible, cooperative attitude, committed to meeting team goals, willingness to assist others

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**Use of Technology:** Able to effectively utilize computer applications, as well as learn new/proprietary software  
*\*Please provide examples of most commonly used software (ie. Word, Excel, PowerPoint, Simply Accounting, Photoshop)\**

**Overall Feedback:**

**Please list the student's areas for improvement/development:**

**Please list the student's overall strengths:**

**Overall Impression of Student:**

**How would you rate the student's overall performance on the work term to date?**

☐ Excellent ☐ Very Good ☐ Satisfactory ☐ Needs Improvement (Complete supplementary form)

**Employer Growth & Development:**

**Are you planning on hiring a student for this or another position? \*\***

☐ Yes ☐ No ☐ Already Posted

**Who would be the right person to contact regarding your future recruitment needs?**

Full Name: Title: E-mail & Phone Number:

**\*\* If you are a new employer with potential future recruitment opportunities, we will make a referral to our Employer Development Team for follow-up**

**Additional Notes:**