

Commerce & Management Employer Mid-term Review

Student:**Organization:****Supervisor:****Location:****Review Format:****Review Date:****MCS Coordinator:****Start Date:****End Date:****\$/Hour:****Hours/Week:**

The feedback provided below will be shared verbally with the student during their review meeting, and they can review the form upon request.

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

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?

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

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

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

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

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

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:

List the student's areas for improvement/development:

List the student's overall strengths:

Overall Impression of Student:

Please rate the student's overall performance on the work term to date:

- **Excellent:** Consistently demonstrating strong competencies; exceeding expectations
- **Very Good:** Usually demonstrating competencies; meeting expectations
- **Satisfactory:** Sometimes requires prompting and support, but eager to improve
- **Needs Improvement:** Level of effort shown, but not yet demonstrating competency in one/more areas
 - For this rating, Dal staff will implement a support process for you and the student

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

- If you are a new employer with potential future recruitment opportunities, we can make a referral to our **Employer Development Team** for follow-up
- Who would be the right person to contact regarding your future recruitment needs?

Full Name:

Title:

E-mail & Phone:

Next Steps:

- MCS Coordinator will meet with you to discuss this feedback, and then meet with the student to review their experience to date
- Once both review meetings are completed, staff will follow up only if requested or warranted (e.g., "Needs Improvement" support)
- During the final month of the work term period, a secure link to an online **Final Evaluation** form will be emailed to you from our office. We encourage you to complete and review your evaluation with the student before submitting to our office (where possible), however a copy is also available for the student to view online after the work term concludes.