

Host Work Integrated Learning (WIL) Evaluation Form

VERY IMPORTANT: Please return near the end of the student's work attachment to WIL Coordinator.

Student's

Name:

Student ID:

Program:

Start Date:

End Date:

WIL Placement Host:

Phone No. :

E-Mail:

WIL Coordinator:

Evaluation Criteria	Rating	Comments	Evaluator Initials	Student Initials
Student demonstrates safety knowledge & compliance re: <ul style="list-style-type: none"> Company Policy Provincial Regulations Skills Application 				
Student exhibits dependability regarding: <ul style="list-style-type: none"> Attendance Punctuality Ability to follow instructions 				
Student fosters good working relations with: <ul style="list-style-type: none"> Supervisors Colleagues Juniors 				
Student shows competence in: <ul style="list-style-type: none"> Level of job knowledge Adaptability to change Organizational ability Problem solving 				
Student uses good communication skills: <ul style="list-style-type: none"> Verbal Written Listening 				

Evaluator's Name & Position (Print)

Evaluator's Signature

Date

PERFORMANCE DEFINITIONS

- 5 Outstanding** – performance consistently and greatly exceeds the requirements of the job
- 4 Above expected** – performs at a level beyond what is required for the job
- 3 Expected** – consistently performs at an acceptable level required for the job
- 2 Needs Improvement/Developing** – often fails to meet needs of job or inexperienced on job but is developing skills satisfactorily
- 1 Unsatisfactory** – consistently fails to meet the requirements of the job

Some programs require program-specific evaluations. Additional evaluations may be applied to each specific program by the WIL Coordinator.

Host Experience Feedback

- 1.0 Overall, were you satisfied with the Work Integrated Learning (WIL) placement experience?
- 2.0 Do you have any concerns or suggestions that you would like to bring to the attention of the College?