

York University Co-op & Internship Program: Work Term eCheck-In Form

This check-in is conducted mid-way into each students' 4-month work term. An informal check-in is required, allowing supervisors to give feedback to students on their progress and integration into the work environment.

This check-in will enable supervisors to share what students need to work on for a successful work term, whether it be their first 4-month term or throughout their longer 8,12 or 16-month work terms.

Company Name:

Supervisor Name & Position Title:

Student Name:

How Many Months is the Student Employed Under your Supervision?

4 Months

8 Months

12 Months

16 Months

If the student has been with you for more than 4 months and there are no further changes based on your previous evaluation, please feel free to skip questions 1 and 2.

1. Please Rate the Quality of The Following Based on The Student Performance So Far

Meeting expectations (1=Poor; 2=Good; 3=Very Good; 4=Excellent)	1	2	3	4
Quality of work (1=Poor; 2=Good; 3=Very Good; 4=Excellent)	1	2	3	4
Willingness to listen & apply feedback (1=Poor; 2=Good; 3=Very Good; 4=Excellent)	1	2	3	4

2. Advice/Comments

What advice would you provide the student at this point to succeed in their work term?

3. Optional Meeting Request

Would you like to meet with a Co-op Coordinator to discuss the feedback provided?

Yes

No

Thank you for sharing your feedback! We are here to support you and the student to ensure a successful work term.

York University Co-op/Internship Program
4700 Keele Street, Toronto ON M3J 1P3 Canada
hirecoop@yorku.ca

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