

SITE VISIT QUESTIONS

Questions the Co-op Coordinator will ask the student during the site visit:

1. Describe the training you have received to date.

2. How do you get feedback from your supervisor to ensure that you meet their expectations and confirm you are "on the right track"?

3. What do you do if you are unsure of an assignment or have a situation you can not solve on your own?

4. Who are your mentors and key supports in this position?

5. Has this work term met your expectations so far?

6. Have you considered your plans for the following work term? If yes, what are they?

Questions Co-op Coordinator will ask the employer during site visit:

1. Please give a brief overview of the student's job description, duties, project completion date, and upcoming projects.

2. How is the student progressing? Consider skills, knowledge, strengths, and attitudes. Are they learning and contributing at the rate you were expecting?

3. What do you think has been their most significant contribution during the work term?

4. How do you give the student feedback on their performance, and how does the student receive this feedback?

5. How would you rate the student's performance to date? (on a scale of 1-5) Any comments?

6. Are there any areas where the student is particularly strong?

7. Are there areas that need improvement?

8. What do you recommend the student work on to improve their performance for the rest of the work term? And/or is there an action plan in place to improve these areas?

9. Are there additional opportunities for learning and/or other duties the student will do for the remainder of the work term? Please describe.

10. Would you consider hiring this student again?

11. Other comments?
