

Employer Monitor Report

Student Name:	Program:
Company:	Supervisor:
Start Date:	End Date:
Method of Monitor: Onsite Phone Virtual Email	Do you give explicit consent for Niagara College to contact you electronically? Yes <input type="checkbox"/> No <input type="checkbox"/>

Supervisor guideline for completion: If possible, please complete this form prior to the Employer Monitoring meeting for discussion with a Career Services Team Member. At the mid-point in the co-op term, we encourage employers to have a discussion with their co-op student utilizing the Co-op Work Term Plan and this form for reference. This is a chance to review overall performance, progress towards goals and skill development and anything additional needed for a successful Co-op work term.

Key Outcomes for Students in a Co-op Program			
Essential Employability Skills:	No	Partly	Yes
Communicates effectively - verbal			
Communicates effectively – written (reports/email)			
Executes numerical operations/tasks accurately			
Applies a systematic approach to solve problems			
Use a variety of thinking skills to anticipate and solve problems			
Utilizes appropriate tools or technology for tasks/projects			
Shows respect for the diverse opinions, values, belief systems, and contributions of others.			
Works well within a team and with supervisor			
Manages use of time and priorities			
Takes responsibility for own actions, decisions, and consequences.			
Overall, do you find the student:			
Has the basic skill set required for the job			
Meets performance expectations			
Produces quality work			
Demonstrates initiative and interest in the position			
Demonstrates willingness to learn			
Is receptive and responsive to feedback			

Additional Notes:

Duties and Responsibilities: Referring to the initial Co-op Work Term plan, are there any additional duties, responsibilities or activities that have been incorporated into the position?

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Please identify the top 3 skills you deem necessary for a co-op student or new graduate to have:

1.

2.

3.

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Are there any additional skills or knowledge you would have found beneficial for the Co-op student to have had prior to starting the position? (Industry specific software, knowledge, or skills)

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Co-op / Employment Considerations:

Would you consider hiring the student if the opportunity presented itself?	Yes	No	Offered Employment	Undecided
Would you consider hiring a Niagara College Co-op Student again?	Yes	No	Offered Employment	Undecided

Niagara College values the time and effort employers and supervisors contribute to student development via our Co-operative Education Program.

Are you satisfied with the Co-op Process? Yes No Undecided

What could we do better to support you?

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Do you consent to sharing this information with the student?

Thank you for taking the time to complete this monitoring report. Your continued support of Niagara College's Cooperative Education Program is greatly appreciated.

Welland Campus
100 Niagara College Blvd
Welland, ON L3C 7L3
Tel. (905) 735-2211, Ext.7777



Daniel J. Patterson Campus
135 Taylor Road
Niagara on the Lake, ON L0S 1J0
Tel. (905) 641-2252, Ext. 4165