



Douglas College

REVIEW OF YOUR AUXILIARY ASSIGNMENT

Employee name _____

Department: _____

Classification: _____

Direct Supervisor: _____

Dates of assignment: From: _____

To: _____

WORK INTRODUCTION

1. Were you provided with adequate work tools (i.e. computer, telephone, email) and work space necessary for you to effectively do all of the tasks required of you?

 No Yes

If no - explain on reverse

2. Did you receive an orientation to the environment including location of washrooms, coffee break rooms, policies, etc?

 No Yes

3. Were your duties clearly communicated to you?

 No Yes

TRAINING

4. Was task-specific training provided?

 No Yes

COMPUTER SKILLS

5. Did the level of computer work needed match your skill set?

 No Yes

6. Did you feel the need to consult regarding computer questions?

 No Yes

7. How would you rate the complexity of computer work?

 Basic Intermediate Advanced

8. Give an example of the most complex task based on your answer to question 7.

How would you rate your knowledge of this computer task?

 Basic Intermediate Advanced

9. Did you learn a new computer program?

 No Yes

SUPERVISION

10. Was a Supervisor or senior person available to answer your questions regarding the work?

 No Yes

JOB SATISFACTION

11. Was the amount of work asked to perform reasonable?

 too little reasonable too much

12. Did you enjoy the assignment?

 1 2 3 4 5

unhappy - elated

13. Were the duties performed consistent with job classification?

 No Yes

14. Did you encounter problems on the assignment that were not resolved?

 No Yes

15. Did you feel your skills and abilities were effectively used?

 No Yes

16. Rate your performance on this assignment?

 1 2 3 4 5

poor - excellent

17. Would you like to return to this department if requested?

 1 2 3 4 5

 No Yes

Please include any additional comments on a separate sheet of paper or on the reverse

EMPLOYEE SIGNATURE:

DATE: _____