



Douglas College

**REVIEW OF YOUR AUXILIARY ASSIGNMENT**

Employee name \_\_\_\_\_

Department: \_\_\_\_\_

Classification: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

Dates of assignment: \_\_\_\_\_

**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**     **Intermed.**     **Adv.**
- 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**     **Intermed.**     **Adv.**
- 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**