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| **Description: _SenecaRed.wmfSeneca College of Applied Arts & Technology**  **Office Administration – Health Services**  **Host Supervisor Questionnaire** |

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| --- | --- | --- |
| No. of Seneca Students You Can Place for minimum of 10 days | **Field Placement Period 2017:** | |
| Begins on Monday, May 8 and runs every Monday for ten weeks | # of Seneca students |

## Contact Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Last Name | | First Name | |
| Position | | | | |
| Telephone | | Ext. | | Fax |
| Email | | | | |

## Organization Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organization’s Name | | | | |
| Address | | | | |
| City | | Province | | Postal Code |
| How many people work in your organization? | | | # of people | |
| What hours do you keep? | | | Hours | |
| Closest Intersection | Indicate Closest Intersection | | | |

## Office Details

|  |  |  |
| --- | --- | --- |
| Hospital | Doctor’s Office | Clinics |
| NGO | Government Agency | Long Term Care Facilities |
| Other: Office Details | | |

## Preferred Computer Skills

|  |  |  |
| --- | --- | --- |
| Microsoft Word | Microsoft PowerPoint | Microsoft Outlook |
| Microsoft Excel | EMR (Electronic Medical Records) | Other: Other Computer Skills. |

## Second Language Preferred

|  |  |  |  |
| --- | --- | --- | --- |
| Arabic | French | Polish | Russian |
| Cantonese | Korean | Portuguese | Spanish |
| Farsi | Mandarin | Punjabi |  |
| Other: Other Language(s) | | | |

## Transportation

|  |  |
| --- | --- |
| Is your office easily accessible by: | Subway?  Other TTC vehicles?  GO Transit?  VIVA?  Other public transit? |
| Are students required to: | Drive?  Have a car available? |

## Other Skills and Information

|  |
| --- |
| Are there other skills you would like your student to have or is there other information that you think we should know? |
| Indicate other skills and information (optional) |

## 

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| Returning the Form |
| Please return this form to the Field Placement Coordinator by e-mail to  **c/o Derek Kan, Field Placement Assistant:**  [derek.kan*@senecacollege.ca*](mailto:derek.kan@senecacollege.ca)  We welcome your comments or questions. You can contact the Field Placement Coordinator,  Linda Strickland-Short, School of Office Administration, directly by email:  [linda.strickland-short@*senecacollege.ca*](mailto:linda.strickland-short@senecacollege.ca) | |