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

|  |  |
| --- | --- |
| 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) |

##

|  |
| --- |
| 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*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* |