|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EVALUATION OF THE TRAINE    TRAINEE NAME:  UNIVERSITY:  ORGANISATION NAME:  COUNTRY:  DETAILED SUMMARY OF STUDENT’S WORK:   |  | | --- | |  |   TRAI TRAINEESHIP PERIOD FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  RATING SYSTEM – Please rate the intern’s performance using the following 0-4 scale.  4 – EXCELLENT/HIGHLY SATISFACTORY  3 – SATISFACTORY/ GOOD  2 – FAIR / AVERAGE  1 – UNSATISFACTORY  0 – N/A  ***PERSONAL EVALUATION*** 1.Level of knowledge in the field: 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent |  2.Ability to apply theoretical knowledge in practise: 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent |  3.Use of ICT tools: 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent |  4.Communication skills, oral and written expression: 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent |  5.Efficiency 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent |  6.Organization skills: 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent |  7.Interest in new knowledge, ability to learn: 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent |  8.Knowledge of foreign languages: 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent | |
|  |
| ***PROFESSIONAL SKILLS AND QUALIFICATION*** 1.Relationship with superiors: Comments 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent |  2.Communication with clients: Comments 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent |  3.Social media/software skills: Comments 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent |  4.Receiving criticism: Comments 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent |  5.Adaptability: Comments 0  1  2  3  4   |  |  | | --- | --- | | N/A | Excellent | |

## 6.Regular attendance: Comments

0  1  2  3  4

|  |  |
| --- | --- |
| N/A | Excellent |

## 7.Independence Comments

0  1  2  3  4

|  |  |
| --- | --- |
| N/A | Excellent |

## 8.Responsibility: Comments

0  1  2  3  4

|  |  |
| --- | --- |
| N/A | Excellent |

## 9.Ability of teamwork: Comments

0  1  2  3  4

|  |  |
| --- | --- |
| N/A | Excellent |

## Overall rating of the trainee: Comments

0  1  2  3  4

|  |  |
| --- | --- |
| N/A | Excellent |

|  |  |
| --- | --- |
| ***INTERN’S MAIN STRENGTHS*** | ***RECOMENDATIONS FOR IMPROVEMENT*** |
|  |  |

Overall performance rating:

This assessment has been discussed with the student: YES / NO

If you had a position available, would you offer the student a job: YES / NO

Date and Supervisors signature:

\*This form must be presented to the trainee or to sending institution (consortium) in the original version!