

EVALUATION OF THE TRAINEE

TRAINEE NAME:

UNIVERSITY:

ORGANISATION NAME:

COUNTRY:

DETAILED SUMMARY OF STUDENT’S WORK:

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| --- |
|  |

TRAINEESHIP PERIOD FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RATING SYSTEM – Please rate the intern’s performaance using the following 0-4 scale.

4 – excellent, / highly satisfactory

3 – satisfactory/ good

2 – fair / average

1 – unsatisfactory

0 – N/A

***Personal Evaluation***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 | 0 | COMMENTS |
| 1. LEVEL OF KNOWLEDGE IN THE FIELD |  |  |  |  |  |  |
| 2. ABILITY TO APPLY THEORETICAL KNOWLEDGE IN PRACTICE |  |  |  |  |  |  |
| 3. USE OF ICT TOOLS |  |  |  |  |  |  |
| 4. COMMUNICATION SKILLS,ORAL AND WRITTEN EXPRESSION |  |  |  |  |  |  |
| 5. EFFICIENCY |  |  |  |  |  |  |
| 6. ORGANIZATION SKILLS |  |  |  |  |  |  |
| 7. INTEREST IN NEW KNOWLEDGE, ABILITY TO LEARN |  |  |  |  |  |  |
| 8. KNOWLEDGE OF FOREIGN LANGUAGES |  |  |  |  |  |  |

***Professional Skills and Qualification***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 | 0 | COMMENTS |
| 1. RELATIONSHIP WITH SUPERIORS |  |  |  |  |  |  |
| 2. COMMUNICATION WITH CLIENTS |  |  |  |  |  |  |
| 3. SOCIAL MEDIA / SOFTWARE SKILLS  |  |  |  |  |  |  |
| 4. RECEIVING CRITICISM |  |  |  |  |  |  |
| 5. ADAPTABILITY |  |  |  |  |  |  |
| 6. REGULAR ATTENDANCE |  |  |  |  |  |  |
| 7. INDEPENDENCE |  |  |  |  |  |  |
| 8. RESPONSIBILITY |  |  |  |  |  |  |
| 9. ABILITY OF TEAMWORK |  |  |  |  |  |  |
| **OVERALL RATING OF THE TRAINEE** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **INTERN’S MAIN STRENGHTS** | **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 Supervisor signature:

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