

# Trainee Evaluation - For the Company

## Praktikumsauswertung der Institutionen



Dear Ladies and Gentelman,

please fill in this form during the placement period the trainee or student.

The goal of this internship evaluation by the mentor or the receiving institution is to take stock. The acquired knowledge of the students should be confirmed by the mentor or the host institution. Also, the receiving institution should be able to tell us their impressions gained so.

IMPORTANT: This questionnaire is part of the overall evaluation of the placement abroad.

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## TRAINEE EVALUATION

### Trainee

First name:

Last name:

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### Name of the vocational school or company

Name of the  
vocational school :

### Company - Name of the department and supervisor

Name of the  
company/school:

Name of the  
department:

Name of the  
supervisor:

Tel:

### Period of internship

days, weeks or  
month:

from:

to

**Please tick X in each line the proper evaluation of.**

**1. Motivation**

	++	+	0	-	--
The trainee is interested in international workplace operations.					

**2. Social integration - The trainee ...**

	++	+	0	-	--
shows interest in customs and traditions.					
socialises with colleagues					

**3. Use of language - The trainee ...**

	++	+	0	-	--
is able to be articulate in English.					
understands the instructions given.					
is able to pose questions on assigned tasks and can sort out communication difficulties.					
is able to handle complex linguistic situations (e.g. conversation with customers, telephone calls, etc.).					
is able to write short texts: eg emails/messages					
is able to express himself/herself spontaneously and adequately.					

**4. Activities**

4.1. The trainee used the following communication systems (please mark with a cross).

- |                  |                            |
|------------------|----------------------------|
| Telephone        | Internet                   |
| Telefax          | Electronic data processing |
| E-mail           | Spreadsheet                |
| Company software | Others                     |

4.2. The trainee carried out the following activities (e.g. correspondence, translating texts, filling, processing of orders, photocopying, etc.)

Please describe

**5. Personal skills** (tick where applicable)

	excellent	good	fair	sufficient	insufficient
Ability to work independently					
Responsibility					
Proactivity					
Open-mindedness about the company's methods and techniques					
Adaptability					
Ability to apply skills					
Assessment skills					
Ability to work in a team					

**6. Recommendations**

6.1 If we are planning to hire new staff I will recommend employing the trainee.

6.2 The trainee should gain further competences

If 6.2 - Which skills require development?

**Overall assessment:**

Place, date

Signature of supervisor

Stamp