

# WORK PLACEMENT EVALUATION



Name and address of the company: .....	Name of the trainee: .....
--	----------------------------

Dates of the work placement:
------------------------------

SKILLS DESCRIPTION	Evaluation A, B, C or D	A	B	C	D
<b>PUNCTUALITY AND ATTENDANCE</b>		Is always punctual.	Is rarely late or absent.	Is sometimes late or absent.	Is very often late or absent.
<b>OPEN MINDED</b>		Is very open minded and interested in his/her work.	Is interested in his/her work.	Is not very interested in his/her work.	Is not interested in his/her work.
<b>HOLDING INITIATIVES</b>		Takes useful initiatives.	Takes initiatives in case of necessity.	Doesn't take a lot of initiative.	Must be managed and controlled.
<b>INTEGRATION AND INVOLVEMENT IN THE COMPANY</b>		Offers his/her help.	Tries to participate.	Doesn't really collaborate.	Has difficulty integrating himself/herself within the company and the team.
<b>ADAPTABILITY TO THE WORK METHODS AND MATERIALS</b>		Remarkable adaptability	Good adaptability	Normal adaptability	Poor adaptability
<b>ENGLISH KNOWLEDGE</b>		Very good comprehension / speaking and writing	Good comprehension and speaking	Average comprehension and speaking	Low level in English – difficulties to communicate
<b>UNDERSTANDING OF THE TASKS</b>		Understands very well and has very good organisation	Understand well, good organisation	Takes time to understand and should have learned to organise his/her work	Has some difficulties understanding and need help to organise her/his work
<b>EFFICIENCY</b>		Works very well, efficiently and quickly	Works well and quickly but does make some mistakes	Works well but quite slowly	Lacks efficiency sometimes
<b>INVOLVEMENT IN THE WORK</b>		Good management of the projects he/she has to hold	Is efficient and responsible	Lack of dynamism sometimes	Doesn't feel really concerned by his/her work
<b>GENERAL BEHAVIOUR</b>		Excellent behaviour	Good behaviour	Average behaviour	His/her behaviour has caused some problems

**Any remarks and comments:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Would you be willing to accept a new trainee within your organisation?**

.....  
.....

**What type of profile are you looking for:**

.....  
.....

**COMPANY STAMP AND SIGNATURE:**

\_\_\_\_\_

**PARTICIPANT'S SIGNATURE:**

\_\_\_\_\_