**WORK PLACEMENT EVALUATION**

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| **Name of the trainee:** **Home institution:** |
| **Name of the host institution/organisation/company:**  |
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| **ISCED - s[ector](http://www.apple.com) of the host institution/organisation/company:**  |
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| **Address of the host institution/organisation/company:**  |
|  |
| **Start and end date of the work placement [dd/mm/yy]:** |
| **Start date: End date:**  |
| **Work placement title:** |
|  |
| **Detailed programme of the work placement period including tasks carried out by the trainee:** |
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| **Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):** |
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| **Evaluation of the trainee:** |
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|  | **--** | **-** | **+** | **++** | **N.A.** | **Remarks** |
| **A. General** |  |  |
| 1. Applicability of knowledge to the needs of the organization |  |  |  |  |  |  |
| 2. Professionalism: demonstrated interest in matters related to the field |  |  |  |  |  |  |
| 3. Willingness to ask for and use guidance |  |  |  |  |  |  |
| 4. Enthusiasm for the overall experience |  |  |  |  |  |  |
| 5. Attendance |  |  |  |  |  |  |
| 6. Punctuality |  |  |  |  |  |  |
| **B. Attitude towards work** |  |
| 1. Self-employment |  |  |  |  |  |  |
| 2. Initiative |  |  |  |  |  |  |
| 3. Responsibility |  |  |  |  |  |  |
| 4. Involvement |  |  |  |  |  |  |
| 5. Speed of work – work productivity |  |  |  |  |  |  |
| 6. Planning – ability to reach time limits |  |  |  |  |  |  |
| 7. Efficiency – overall of work productivity |  |  |  |  |  |  |
| 8. Result-oriented |  |  |  |  |  |  |
| 9. Attention to accuracy and detail |  |  |  |  |  |  |
| **C. Social skills** |  |
| 1. Attitude towards coworkers and staff |  |  |  |  |  |  |
| 2. Teamwork |  |  |  |  |  |  |
| 3. Contact with external people |  |  |  |  |  |  |
| 4. Adaptation to organisational rules |  |  |  |  |  |  |
| 5. Capacity to integrate with organisation and foreign cultures |  |  |  |  |  |  |
| **D. Personal qualities** |  |  |  |  |  |  |
| 1. Flexibility |  |  |  |  |  |  |
| 2. Creativity |  |  |  |  |  |  |
| 3. Criticism towards own work |  |  |  |  |  |  |
| 4. Willingness to revise own work or attitude |  |  |  |  |  |  |
| 5. Persuasiveness |  |  |  |  |  |  |
| 6. Handling work pressure |  |  |  |  |  |  |
| 7. Other: |  |  |  |  |  |  |
| **CHALLENGES for PERSONAL DEVELOPMENT** |
| Signature of trainee:Date: | Signature of supervisor: Full name:Position:Date:  |