**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:** |
|  |
| **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: | | | | | |