

Licence LEA : STAGE OBLIGATOIRE EN ENTREPRISE
TRAINEE ASSESSMENT

Thank you for returning this document by mail within 1 month after the Internship :
astre.eila@u-paris.fr

Would you please handing a copy of this document over to the student.

Year : Internship period : Student's Name : E-mail : Mobile Phone : Company : Address : Supervisor : Position : Phone number : E-mail : Tasks carried out by the trainee :

ASSESSMENT OF PROFESSIONAL & INTERPERSONAL SKILLS

Thanks for assessing the trainee according to the following criteria.
 The mark will be take into account in getting the Applied Foreign Languages bachelor's degree.

RATING SCALE : 2 = Excellent 1 = Good 0 = Room for improvement	2	1	0
1 - Punctuality, compliance with company rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 - Adaptability, flexibility and response to criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 - Analytical skills, objectivity, curiosity (asks questions if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 - Good interpersonal skills, communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 - Team spirit and ability to integrate a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 - Rigour, accuracy, reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 - Organisation (respects deadlines, processes and procedures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 - Handling of news working tools (software, procedures, methodology)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 - Language skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 - Personal attitude, motivation, dynamism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total score out of 20			

OVERALL ASSESSMENT OF THE SUPERVISOR

Did the trainee carry out the mission correctly ?

What does she/he need to improve?

Any additional comments ?

I certify the exactitude of the communicated information and I agree to send the form by email :
astre.eila@u-paris.fr

I will also provide the student with a copy or a scan of this document
(needed for the Internship Report)

DATE :

STAMP of the company :

Signature of the supervisor :

Thank you for your cooperation.
Pôle AStRE

Are you interested to have another student in Applied Foreign Languages bachelor's degree
next year?

(minimum 6 weeks internship during the summer period)

YES NO Do not know yet

If so, thanks for sending us your training scheme offer during the spring to:
astre.eila@u-paris.fr