

Please mark A, B, C ou D

		A	B	C	D
Attendance		Never absent	Rarely absent	sometimes absent	never absent
Punctuality		Always punctual	Very rarely late	Sometimes late	Often late
Attitude and politeness		Professional attitude and appearance	Correct attitude and appearance	Attitude and appearance not always adapted	Attitude and appearance often careless, and unprofessional
Professional appearance		Immaculate and neat	Neat	Not always adapted	Inappropriate and unkempt
Integration capability, relationship with co-workers		Always ready to help	Tries to participate	Rarely takes part in tasks	Has difficulty taking part in tasks
Motivation-responsiveness		Very dynamic, open, curious available	Dynamic, shows interest in the internship	Sometimes lacks enthusiasm	Doesn't seem interested , needs to be guided
Reactivity- initiative capacity		Takes very good initiatives	Takes initiatives when necessary	Rarely takes initiatives	Doesn't take initiatives
Adaptability to working methods		Has adapted well and quickly	Has adapted well	Has taken time to adapt	Has difficulty adapting
Understanding of tasks		Understands tasks well and has good organisation skills	Good organisation skills and understanding of tasks	Took time to get organised and understand	Has difficulty understanding the tasks and organising himself/herself
Efficiency –timeliness (speed in carrying out tasks)		Works well and quickly	Works well and quickly in spite of a few mistakes	Works well but slowly	Lacks efficiency, too slow
Ability to master the technical vocabulary		Good knowledge and use	Good knowledge but limited use	Little knowledge but no use	No knowledge
Hospitality/welcoming and sales techniques		Very good customer contact and sales technique	Good customer contact , good ability to develop selling points	Average control of techniques, lack of conviction	Poor control of sales techniques and customer contact
Foreign language skills		Perfect control of written and/or oral, adapted to the tasks	Good control , a few mistakes	Difficulty to communicate	poor control
Communication skills	phone	At ease, very good control of phone communication	Good control despite a few mistakes	Takes phone calls when asked to, but not very clear information given	Doesn't dare pick up the phone. Very limited control
	IT	Perfect control of relevant software	Correct control	Average control, slow to use	Poor control
	GDS	Autonomous capacity to put together a complete file	Able to put together a file with help	Important shortcomings, unable to put together a file	no knowledge of the server

Evolution of the trainee: Has he made progress during the stage?

☐ Yes ☐ rather yes ☐ rather no ☐ No

Would you be willing to hire this trainee after his training?

☐ Yes ☐ rather yes ☐ rather no ☐ No

Your general appreciation :


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From : / / to / /

HOST ORGANIZATION :

 **adress :**

.....

 **tél. :**  **fax :**

@ e-mail :

Training supervisor : Mr/Mrs :

Position of the supervisor :

.....

Date et signature :

Organization stamp :



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Assessment Grid

Student name and surname :

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