

EVALUATION REPORT OF THE WORK EXPERIENCE
(to be completed by the firm at the end of the work experience)

School year: 20 - 20

WORK EXPERIENCE from to inclusive.

Name of the firm:

Name of the pupil:

Name :

Forename :

WORK EXPERIENCE

Ecole européenne Bruxelles II
Avenue Oscar Jespers, 75
1200 Bruxelles

Tel. : 02 774.22.35 - Fax : 02 774.22.43

Please return this form, completed and signed, to the pupil or to the school for the attention of, the teacher responsible for Careers Guidance in the section.

ASSESSMENT GRID

Name and forename of the pupil:

Please assess from 5 (excellent) to 0 (insufficient) NE = cannot be evaluated

1.	GENERAL	5	4	3	2	1	0	NE
1.1.	Presentation and general attitude							
1.2.	Punctuality							
1.3.	Ability for clear oral expression							
1.4.	Ability for written expression							
1.5.	Consistency of effort							
1.6.	Interest for the firm/organisation							

2.	HUMAN QUALITIES							
2.1.	Contact and first impression							
2.2.	Ability to work independently							
2.3.	Ability to express valid personal opinions							
2.4.	Sense of constructive criticism							
2.5.	Capacity for self-evaluation							
2.6.	Capacity for self-correction of his/her work							
2.7.	Ability to integrate in a team							

3.	APTITUDE FOR THE WORK							
3.1.	Basic knowledge							
3.2.	Initiative							
3.3.	Ability to carry out tasks							
3.4.	Ability to use his/her theoretical education in the work experience							
3.5.	Ability to enquire							

4.	TASKS OF THE INTERN							
	<i>For example : collect information for..., check incoming invoices, participate in ... (tasks to be defined)</i>							
4.1.								
4.2.								
4.3.								
4.4.								
4.5.								
4.6.								
4.7.								
4.8.								
4.9.								
4.10.								

OVERALL ASSESSMENT OF THE WORK EXPERIENCE AND COMMENTS

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