TRAINEE EVALUATION REPORT BY COLLABORATING ORGANISATION SUPERVISOR

STUDENT DETAILS

Full name of the Trainee:

Degree / Master Programme:

COLLABORATING ORGANISATION

Collaborating organisation:

Full address:

City and post code:

Country:

Website:

Business sector of the collaborating organisation:

Supervisor's / Mentor's full name:

Position:

Phone:

Email:

TRAINEESHIP PERIOD (START AND END)

From / / *(dd/mm/yyyy)* **to** / / *(dd/mm/yyyy)*

TRAINEE EVALUATION

Traineeship Title: *(Position of the trainee)*

Department:

Tasks

Please evaluate your level of satisfaction with the main traineeship tasks: *(1= low and 5= high)*.
If possible, refer to the tasks listed in the traineeship agreement.

Tasks	Task description	1	2	3	4	5
1						
2						
3						
4						
5						

Other comments:

General competences

Please evaluate your level of satisfaction with the trainee's general competences (learning outcomes achieved):
(1= low and 5= high)

General competences	1	2	3	4	5
Technical capacity					
Planning and organisational skills					
Teamwork skills					
Oral communication skills					
Adaptability					
Creativity					
Initiative and autonomy					
Quality of work					
Critical skills					
Punctuality					
Motivation					
Sense of responsibility					
Receptiveness to criticism					
Workplace relations					

Other comments:

Specific competences

Please evaluate your level of satisfaction with the trainee's specific competences: *(1= low and 5= high)*.
If possible, refer to the specific competences listed on the traineeship agreement.

Specific competences	1	2	3	4	5

Other comments:

Aspects to improve

Please describe aspects that the trainee should improve, if it is the case.

Overall evaluation

	1	2	3	4	5	6	7	8	9	10
Student's overall grade										

Is your organisation interested in hosting future UVic -UCC trainees?

☐ Yes   ☐ No

If YES, would you agree to UVic-UCC promoting your organisation as a possible placement centre?

☐ Yes   ☐ No

Signatory's name:

Position:

Date:

Stamp and Signature:

Other comments: