

STUDENT PLACEMENT APPRAISAL FORM

STUDENT'S NAME:	DESCRIPTION OF THE ASSIGNMENT ENTRUSTED TO THE STUDENT:
NAME OF COMPANY:	
SUPERVISOR:	
PLACEMENT DATES: FROM TO	

Please answer our questionnaire.

In order to evaluate the trainee, your feedback is essential to us.

In the grid below, please circle the figure corresponding to your assessment.

	"How did the student meet up to your expectations ?"							Degree of importance of this criterion to your company				
	Insufficient (-3)				Standard Level (=)				Exceptional (+3)	Low	Average	High
1.- PROFESSIONAL COMPETENCE OF THE TRAINEE												
Level of mastery of fundamental techniques of the field	-3	-2	-1	=	+1	+2	+3	-1	=	+1		
Efficiency in working and attainment of the objectives	-3	-2	-1	=	+1	+2	+3	-1	=	+1		
Ability to organize and autonomy in working	-3	-2	-1	=	+1	+2	+3	-1	=	+1		
Ability to progress during the placement and resourcefulness	-3	-2	-1	=	+1	+2	+3	-1	=	+1		
2.- TRAINEE'S INTEGRATION INTO THE COMPANY												
Integration into and participation in the daily life of the company	-3	-2	-1	=	+1	+2	+3	-1	=	+1		
Respect of the rules and usual policies of the company (punctuality, appearance, ...)		-2	-1	=	+1	+2	+3	-1	=	+1		
Respect of and concern for others	-3	-2	-1	=	+1	+2	+3	-1	=	+1		
Ability to account for work undertaken in due time	-3	-2	-1	=	+1	+2	+3	-1	=	+1		
3.- APPRAISAL OF MANAGERIAL POTENTIAL												
Clarity of expression, rigor in argumentation, reliability in judgement	-3		-1	=	+1	+2	+3	-1	=	+1		
Effective in communication, resolution of problems and management of conflict	-3	-2	-1	=	+1	+2	+3	-1	=	+1		
Quality of teamwork ; capacity to put forward proposals	-3	-2		=	+1	+2	+3	-1	=	+1		
Ability to persuade and to energize a team	-3			=	+1	+2	+3	-1	=	+1		
4.- ABILITY TO MANAGE INFORMATION												
Ability to manage and deal with sources of information effectively	-3	-2			+1	+2	+3	-1	=	+1		
Relevant/appropriate and critical use of the information available	-3	-2	-1	=	+1	+2	+3	-1	=	+1		
Concern for sharing and well thought-out dissemination of useful information	-3	-2			+1	+2	+3	-1	=	+1		
5.- CRITERIA FOR EVALUATION SPECIFIC TO YOUR COMPANY (that you wish to add)												
.....	-3	-2	-1	=		+2	+3	-1	=	+1		
.....	-3	-2	-1	=		+2	+3	-1	=	+1		
.....	-3	-2	-1	=		+2	+3	-1	=	+1		
.....	-3	-2	-1	=		+2	+3	-1	=	+1		
MARKING SCHEME:	(-3) Clearly well below expectations (=) Satisfactory in comparison to usual standard of trainees (+3) Clearly well above expectations											
Circle the figures according to the scheme indicated:												

6.- IN WHAT WAYS HAS THE PLACEMENT ENABLED THE STUDENT TO PROGRESS ?
HOW HAS THE STUDENT FILLED IN ANY GAPS IN HIS/HER KNOWLEDGE OR CAPABILITIES ?

7.- ARE YOU CONSIDERING RECEIVING ANOTHER ICN TRAINEE IN THE NEAR FUTURE ? YES NO
FOR WHAT REASONS ?

8.- ADDITIONAL COMMENTS YOU WISH TO MAKE

Name, title and signature
of the student's Supervisor at the company:

If you require any information, please contact Corporate Connections:

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