

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 Françoise Houbrechts (françoise.houbrechts@teacher.eurisc.eu),
the teacher responsible for work experience.

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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