

Dear Colleague,

Your thoughts and evaluation about overall performance of our student, who completed his/her Erasmus Internship period in your institution is very important for us.

We kindly ask you to complete the “Erasmus Internship Evaluation Form” below, and send back it to us by regular post or the scanned form by e-mail.

Thank you very much for your kind interest to our student and collaboration.

ERASMUS+ TRAINEESHIP STUDENT EVALUATION FORM

Information about Student	
Name and Surname:	
Department:	
Information about Host Institution	
Legal Name:	
Department Student Worked:	
Address:	
Name of the Mentor:	
Information about Placement	
Number of Placement Students:	
Duration:	
Beginning Date of Placement:	
End Date of Placement:	
Working hours per week:	
Working hours per day:	
Definition of the Internship (Activities, knowledge, skills and competences acquired):	

Please put mark one of these evaluations

	Evaluation				
	Excellent 5	Good 4	Acceptable 3	Poor 2	Very Poor 1
Attendance of the intern					
Ability to learn and adapt to each assignment					
Ability to adapt to a work environment					
Ability to take responsibility on a given task					
Ability to achieve a special task on time					
Ability to perform without direct supervision					
Ability to rapidly acquire new knowledge					
The degree of inquisitiveness expressed by the intern					
Ability to pay attention to details					
Ability to work with people from other cultures					
Ability to interact favourably with other employees					
Ability to work in a team					
The honesty of the intern					
Eagerness to learn / motivation					
Eagerness to create solutions					
Reliability of the intern					
Adaptation to company rules					
Ability to express her/himself					
TOTAL SCORE					

Comments (If Any)											
	Excellent 5			Good 4			Acceptable 3			Poor 2	Very Poor 1
	95-100	90-94	85-89	80-84	75-79	70-74	65-69	60-64	55-59	50-54	0-49
Overall Performance (please put mark one of these evaluations)											

Date/...../.....

Name of the Mentor:

Signature and Stamp