

STUDENT PLACEMENT APPRAISAL FORM

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| 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 answer ↗

| "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 set | -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 dept. | -3 | -2 | -1 | = | +1 | +2 | +3 | -1 | = | +1 |
| Respect of the rules and usual policies of the company (punctuality, appearance, ...) | -3 | -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 | -2 | -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 | = | +1 | +2 | +3 | -1 | = | +1 |
| Ability to persuade and to energize a team | -3 | -2 | -1 | = | +1 | +2 | +3 | -1 | = | +1 |
| 4.- ABILITY TO MANAGE INFORMATION | | | | | | | | | | |
| Ability to manage and deal with sources of information effectively | -3 | -2 | -1 | = | +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 | = | +1 | +2 | +3 | -1 | = | +1 |
| 5.- CRITERIA FOR EVALUATION SPECIFIC TO YOUR COMPANY (that you wish to add) | | | | | | | | | | |
| | -3 | -2 | -1 | = | +1 | +2 | +3 | -1 | = | +1 |
| | -3 | -2 | -1 | = | +1 | +2 | +3 | -1 | = | +1 |
| | -3 | -2 | -1 | = | +1 | +2 | +3 | -1 | = | +1 |
| | -3 | -2 | -1 | = | +1 | +2 | +3 | -1 | = | +1 |
| MARKING SCHEME: | | | | | | | | | | |
| Circle the figures according to the scheme indicated: | | | | | | | | (-3) Clearly well below expectations (=) Satisfactory in comparison to usual standard of trainees (+3) Clearly well above expectations | | |

**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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Thank you for completing this form !