

Self-assessment long-term internship

Family (last) name:
First name:
Name of the organization:
Name of my supervisor:
Academic tutor:
Diploma:
Dates of the internship:

Description of the assignment entrusted to the student:

The aim of this self-assessment is to develop a reflection on the learning and experience acquired during your long-term internship.

It will enable you to assess the way you presented and developed **your managerial potential**. You will also assess your evolution with regard to **information processing**, your **ability to integrate into a professional environment** and the **technical skills** used to accomplish your mission.

There are 5 grades to be used to compare your skills with those listed in the document:

- Grade 0: insufficient
- Grade 1: requires further development
- Grade 2: average
- Grade 3: good
- Grade 4: excellent

This self-assessment requires personal investment. You shall do this work within a space-time conducive to the required concentration. Please, look for a “true answer”, rather than a “good answer”.

1. My integration within the organization.

The target skills fall within the area of knowing how to behave as a whole, just as much as using interpersonal skills in a professional environment during the internship. They focus on your participation in the activity of the host department, on the knowledge and the practical application of social codes proper to the organization, the respect of your colleagues and the ability to give full account of your work to the right person, in due time. (You shall complete the list below)

Skills	Grade	Demonstration : Describe a situation. What worked or did not work well? Why?
Ex: I easily understand the environment in which I progress. ...		Eg: my knowledge of the organizational structure, necessary time to understand it and know who to turn to effectively...
Social skills		Respect for rules and manners: concrete example...

2. My professional technical skills.

This pertains to the know-how acquired or required during the achievement of the mission, that is to say, the basic techniques of field of your mission: finance, marketing, negotiation, communication, management and the related information technology skills. (You shall complete the list below)

Skills	Grade	Demonstration :
		Describe a situation. What worked or did not work well? Why?
I master the techniques related to market investigation...		Eg: completion of a questionnaire
...		

3. My mastery of the environment of information

This deals with your ability to handle and process the various sources of information available to you in the host organization, during the internship. Here, you should take into account your autonomy in dealing with the information and your critical-thinking when using and sharing it, and also your search for new ideas and your ability to expose and defend them.

Skills	Grade	Demonstration :
I know how to place my actions within the framework of the organization's orientations and strategy.		Under what circumstances did I support the organization's strategy?
I respond positively in complex situations and to changes in working methods.		Describe a particularly complex situation you have been confronted with. You have experienced a change (organizational, technical ...). How did you overcome it?
I know how to face ambiguous, unexpected and unknown situations.		Describe a situation...
I accept and look for new ideas.		Id.
I know how to share and spread useful information.		Id.
I foster creativity and innovation.		Id.
I feel at ease in an intercultural environment and/or abroad.		My linguistic level enabled me to face all situations. Sensitivity to/perception of cultural differences in terms of social skills and adaptation to these differences...

4. Assessment of my managerial potential

This concerns mainly your efficiency when exchanging with others and your ability to convince so as to achieve the objectives defined by the host organization. The achievement of objectives requires obtaining the help of and/or leading a team. It involves interpersonal and conceptual skills.

Skills	Grade	Demonstration : Describe a situation. What worked or did not work well? Why?
My speaking skills		
My ability to develop rigorous arguments		
My ability to develop critical judgment and to decide		
My ability to communicate		
My ability to solve problems		
My faculty for resolving disputes		
The quality of my team-work		
My ability to convince and stimulate		
My sense of responsibility in view of the undertaken actions		

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