



DIPLOMA
ACADEMIC YEAR

STUDENT INTERNSHIP APPRAISAL FORM

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

Please answer our questionnaire.

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

*In the grid below, please circle the figure corresponding
to your answer*

How did the student meet up to your expectations?

Unsatisfactory		Standard		Exceeds expectations		Not applicable
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1.- TRAINEE'S BEHAVIOUR IN THE HOST COMPANY

Integration into and participation in the daily life of the dept	1	2	3	4	5	NC
Integrity, respect of the rules and usual policies of the company (punctuality, appearance...)	1	2	3	4	5	NC
Respect of and concern for others	1	2	3	4	5	NC
Understanding of the assignment and its objectives	1	2	3	4	5	NC
Degree of resourcefulness / adaptability	1	2	3	4	5	NC

2.- TRAINEE'S TECHNICAL / PROFESSIONAL SKILLS

Level of mastery of the language spoken during the placement	1	2	3	4	5	NC
Level of mastery of fundamental techniques of the field	1	2	3	4	5	NC
Ability to organize and autonomy in work	1	2	3	4	5	NC
Effectiveness of written and spoken communication	1	2	3	4	5	NC
Ability to give an account of his/her work activities in due time	1	2	3	4	5	NC

3.- TRAINEE'S PERFORMANCE

Efficiency in working	1	2	3	4	5	NC
Attainment of the objectives set	1	2	3	4	5	NC
Capability to progress during the placement	1	2	3	4	5	NC
Ability to be proactive and inventive	1	2	3	4	5	NC

4.- ABILITY TO MANAGE INFORMATION

Identification and mobilization of necessary information	1	2	3	4	5	NC
Ability to handle and process information efficiently	1	2	3	4	5	NC
Relevant/appropriate and critical use of information available	1	2	3	4	5	NC
Concern for sharing and well thought-out dissemination of useful information	1	2	3	4	5	NC

5.- APPRAISAL OF MANAGERIAL POTENTIAL

Rigor in argumentation, reliability in judgement	1	2	3	4	5	NC
Resolution of problems and management of conflict	1	2	3	4	5	NC
Quality of teamwork	1	2	3	4	5	NC
Ability to persuade and to energize a team	1	2	3	4	5	NC

6.- CRITERIA FOR EVALUATION SPECIFIC TO YOUR COMPANY (that you wish to add)					
.....	1	2	3	4	5
.....	1	2	3	4	5
.....	1	2	3	4	5

GENERAL APPRAISAL OF THE INTERNSHIP			
On the whole, are you satisfied with this internship ?	Yes	Overall / Partially	No
Are you satisfied with the ICN profile (if you recrute trainees regularly) ?	Yes	Overall / Partially	No

**IN WHAT WAYS HAS THE INTERNSHIP ENABLED THE STUDENT TO PROGRESS?
HOW HAS THE STUDENT FILLED IN ANY GAPS IN HIS/HER KNOWLEDGE OR CAPABILITIES?**

ARE YOU WILLING TO RECEIVE ANOTHER ICN TRAINEE IN THE NEAR FUTURE? YES NO
FOR WHAT REASONS?

ADDITIONAL COMMENTS YOU WISH TO MAKE

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

Please fill in, sign and stamp this document and send it by e-mail to the Careers and Internships Office at the following address: vanessa.jacquemin@icn-artem.com.

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