

Licence LEA : STAGE OBLIGATOIRE EN ENTREPRISE
TRAINEE ASSESSMENT

Thank you for returning this document by mail within 1 month after the Internship :
astre@eila.univ-paris-diderot.fr

Would you please handing a copy of this document over to the student.

Year :
 Internship period :
 Student's Name :
 E-mail :
 Mobile Phone :
 Company :
 Address :
 Supervisor :
 Position :
 Phone number :
 E-mail :
 Tasks carried out by the trainee :

ASSESSMENT OF PROFESSIONAL & INTERPERSONAL SKILLS

Thanks for assessing the trainee according to the following criteria.
 The mark will be take into account in getting the Applied Foreign Languages bachelor's degree.

| RATING SCALE : 2 = Excellent 1 = Good 0 = Room for improvement | 2 | 1 | 0 |
|---|--------------------------|--------------------------|--------------------------|
| 1 - Punctuality, compliance with company rules | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 - Adaptability, flexibility and response to criticism | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 - Analytical skills, objectivity, curiosity (asks questions if needed) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 - Good interpersonal skills, communication skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 - Team spirit and ability to integrate a team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 - Rigour, accuracy, reliability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 - Organisation (respects deadlines, processes and procedures) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 - Handling of news working tools (software, procedures, methodology) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 - Language skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 - Personal attitude, motivation, dynamism | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total score out of 20 | | | |

OVERALL ASSESSMENT OF THE SUPERVISOR

Did the trainee carry out the mission correctly ?

What does she/he need to improve?

Any additional comments ?

I certify the exactitude of the communicated information and I agree to send the form by email :
astre@eila.univ-paris-diderot.fr

I will also provide the student with a copy or a scan of this document
(needed for the Internship Report)

DATE :

STAMP of the company :

Signature of the supervisor :

Thank you for your cooperation.
Pôle AStRE

Are you interested to have another student in Applied Foreign Languages bachelor's degree
next year?

(minimum 6 weeks internship during the summer period)

YES NO Do not know yet

If so, thanks for sending us your training scheme offer during the spring to:
astre@eila.univ-paris-diderot.fr