


EVALUATION GRID

	<p>EUROPASKOLEN - EUROPÄISCHE SCHULE - ΕΥΡΩΠΑΙΚΟ ΣΧΟΛΕΙΟ - EUROPEAN SCHOOL - ESCUELA EUROPEA - ECOLE EUROPEENNE - SCUOLA EUROPEA - EUROPESE SCHOOL - ESCOLA EUROPEIA - EUROOPPA KOULU - EUROPASKOLAN</p>
<p><b><u>EVALUATION GRID</u></b> <b><u>OF THE WORK EXPERIENCE</u></b></p>	
<p><u>( To be completed by the employer at the end of the work experience )</u></p>	

School Year: 20 ..... - 20 .....

Full Name of the student: .....

Class ..... Section .....

Work Experience from ..... / ..... / ..... to ..... / ..... / ..... inclusive.

<p>NAME, STAMP AND SIGNATURE OF THE EMPLOYER</p>
<p>_____ / _____ / _____ Place Date</p>

<p><b>WORK EXPERIENCE</b></p>
<p>Avenue du Vert Chasseur, 46 1080 - Uccle ( Brussels ) - Belgium Telephone: + 32 ( 0 ) 2 373 86 11</p>
<p>Please return this form completed and signed to the email address below:</p>
<p><a href="mailto:huayamai@teacher.eurisc.eu">huayamai@teacher.eurisc.eu</a></p>
<p><b><u>Please give a copy of the evaluation grid to the student</u></b></p>

EVALUATION GRID

School Year: 20 ..... - 20 .....

Full name of the student: .....

Class ..... Section .....

Please assess from 0 ( insufficient ) to 5 ( excellent ) NE = cannot be evaluated

1.	GENERAL	NE	0	1	2	3	4	5
1.1.	Presentation and general attitude							
1.2.	Punctuality							
1.3.	The ability for clear oral expression							
1.4.	The ability for clear written expression							
1.5.	Consistency of effort							
1.6.	Interest for the company/organisation							

2.	HUMAN QUALITIES	NE	0	1	2	3	4	5
2.1.	Contact and first impression							
2.2.	Ability to work independently							
2.3.	Ability to express valid personal opinions							
2.4.	Sense of constructive criticism							
2.5.	Capacity for self-evaluation							
2.6.	Capacity for self-correction of his/her work							
2.7.	Ability to integrate into a team							

3.	APTITUDE FOR THE WORK	NE	0	1	2	3	4	5
3.1.	Basic knowledge							
3.2.	Initiative							
3.3.	Ability to carry out tasks							
3.4.	Ability to use his/her theoretical education in the work experience							
3.5.	Ability to enquire							

4.	TASKS OF THE TRAINEE	NE	0	1	2	3	4	5
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*For example: collect information for, check incoming invoices, participate in, ... ( tasks to be defined )*

4.1.								
4.2.								
4.3.								
4.4.								
4.5.								
4.6.								
4.7.								
4.8.								
4.9.								
4.10.								

**OVERALL ASSESSMENT OF THE WORK EXPERIENCE AND COMMENTS**