

WORK PLACEMENT ASSESSMENT SHEET

TO BE FILLED OUT BY THE STUDENT

SURNAME:	First Name:
Home Address:	
Postal Code:	
City:	
Landline Phone Number/Mobile Phone Number:	
Email Address:	
Name of the Company:	
Business Sector:	
Workplace Supervisor:	
SURNAME, First Name:	
Phone Number(s):	
Email Address:	
Work Placement Start/End Dates:	Duration: Weeks

TO BE FILLED OUT BY THE WORKPLACE SUPERVISOR

GENERAL BEHAVIOUR/ATTITUDE (SOFT SKILLS)					
Tick the appropriate box		Not at all or Can't Say	Not really	Yes	Yes, very much so
1	The trainee quickly knew how to fit in with other staff members in the work place (attendance, punctuality, availability, goodwill, etc.) Observations:	No <input type="checkbox"/> Can't say <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The trainee showed efficiency and dedication in his/her work. Observations:	No <input type="checkbox"/> Can't say <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3	<p>The trainee showed initiative.</p> <p>Observations:</p>	<p>No <input type="checkbox"/></p> <p>Can't say <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>The trainee showed curiosity about the tasks assigned to him/her and the company in general.</p> <p>Observations:</p>	<p>No <input type="checkbox"/></p> <p>Can't say <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<p>The trainee showed interpersonal/communication skills with the rest of the team/the company in general (politeness, courtesy, etc.).</p> <p>Observations:</p>	<p>No <input type="checkbox"/></p> <p>Can't say <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<p>The trainee showed his/her ability to communicate efficiently with the staff and/or the suppliers and/or the clients on a professional level.</p> <p>Observations:</p>	<p>No <input type="checkbox"/></p> <p>Can't say <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXPERTISE AND POTENTIAL (HARD SKILLS)

7	<p>Oral proficiency assessment : was the trainee fluent</p> <ul style="list-style-type: none"> - in French? - in English? - in his/her second foreign language (German, Spanish, Italian, Portuguese)? - in any other language? (Please specify.) <p>Observations:</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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8	<p>Writing proficiency assessment: was the trainee fluent</p> <ul style="list-style-type: none"> - in French? - in English? - in his/her second foreign language (German, Spanish, Italian, Portuguese)? - in any other language? (Please specify.) <p>Observations:</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9	<p>The trainee knew how to use his/her foreign language skills:</p> <ul style="list-style-type: none"> • in written communication: <ul style="list-style-type: none"> - first foreign language (English) - second foreign language (German, Spanish, Italian, Portuguese) - any other language (please specify) • in oral communication: <ul style="list-style-type: none"> - first foreign language (English) - second foreign language (German, Spanish, Italian, Portuguese) - any other language (please specify) <p>Observations:</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10	<p>The trainee managed to obtain a satisfactory level of general understanding of the corporate world by the end of his/her work placement.</p> <p>Observations:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<p>The trainee completed the tasks that were given to him/her efficiently.</p> <p>Observations:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12	<p>The trainee showed real capacity for reflection and analysis.</p> <p>Observations:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	<p>The trainee knew how to be organised and autonomous (he/she knew how to deal with emergencies, how to find the necessary information, etc.).</p> <p>Observations:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	<p>The trainee showed real computer and/or digital skills.</p> <p>Observations:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	<p>The trainee managed to acquire and/or develop relevant technical skills for the professional environment of his/her work placement (optional: please specify).</p> <p>Observations:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your general opinion about the work placement and/or the work of the trainee:

MARK/GRADE (OUT OF 20) (to be written in both figures/digits AND words/letters):
..... / 20 (= **out of twenty**).

As the workplace supervisor, did you give the trainee an assessment letter in addition to the present document?

YES

NO

If so, the letter must appear at the end of the work placement report.

↳ Would you agree to take on an LEA student again?

(NB: LEA= Foreign Languages Applied to International Trade) YES

NO

↳ Would you agree to be contacted to make a contribution (in the form of a training levy) to the LEA Department of Jean Monnet University in Saint-Etienne, France?

YES

NO

Date :

Surname and First Name of the Workplace Supervisor:

Signature :

Company Stamp: