

Form of assessment of the internship by the host organization

*This fact sheets is intended to evaluate the work and behaviour of the **Polytech Paris-Saclay** trainee you welcomed this year. It must be completed at the end of the internship.*

Name and surname of the engineering student: **Speciality :**

Name and address of host organization:

<i>Skills assessed in situations representative of the position assigned to the student engineer trainee. Rate using a cross line on the proposed scale.</i>	Excellent	Good	Average	Poor		No subject
1- Aptitude to integrate well in a group, to work as a team						
• Quality and quantity of work carried out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
• Capacity to act with a minimum of instruction and management Curiosity, creativity, open-mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2- Integration into an organization and capacity to organize						
• Aptitude to integrate well in a group and to work as team. Adaptability to the work environment, Good relations with superiors and customers. Good feed back capability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
• Good communication skills : explanation of the work done and what is left to do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
• Understanding of economic and business's issues of the company. Respect of the internal procedures (Quality, health & safety)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3- Respect of the corporate, cultural and environmental values						
• Understanding the intellectual property, social and environmental footprint of the company and the political strategy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
• Attitude, diligence and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4- Overall assessment of the internship						

• Mark : /20 :

Comments :

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The mark (maximum 20) should reflect objectively the work actually carried out by the trainee.

As a rough guide Exceptional work whether in quality or in quantity: 20 to 16

Work that meets the expectations and requirements of the company: 16 to 12

Unsatisfactory work: <12

• What advice would you give him/her?

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• Additional observations on the training course:

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Signature of the internship supervisor

Date

Company stamp