

## Form of assessment of the internship by the host organization

*This fact sheet 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
<b>1- Scientist and Technical Fields' knowledge</b>						
• Methods of Analysis/Problem Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
• Knowledge implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
• Ability to find new methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>2- Methods and tools of the engineer's knowledge</b>						
• Methodology/organization and project management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
• Summarisation and results presentation, communication tools' knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>3- Aptitude to integrate well in a group, to work as a team</b>						
• 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"/>
<b>4- Integration into an organization and capacity to organize</b>						
• 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"/>
<b>5- Respect of the corporate, cultural and environmental values</b>						
• 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"/>
<b>6- Overall assessment of the internship</b>						

• Mark/20 : .....

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 ? .....

• Additional observations on the training course : .....

• If you had an engineer position to offer, would you hire him/her ? ☐ YES ☐ NO

Signature of the internship supervisor

Date

Company stamp