

Final I.A.E. traineeship evaluation report

Company:		
Name of Trainee:		IAE number:
Name of Traineeship supervisor:		IAE number:
Internship period from:	to :	

Explanation of ratings				
(VG) Very Good	(G) Good	(S) Sufficient	(I) Insufficient	
(N) Not applicable : There are no elements to assess this criterion.				

To be completed by the traineeship supervisor

Evaluation of the trainee by the traineeship supervisor	VG	G	S	I	N	Remarks
Skills						
1- Knowledge of technologies	☐	☐	☐	☐	☐	
2- Quality of listening and understanding of needs	☐	☐	☐	☐	☐	
3- Analytical abilities	☐	☐	☐	☐	☐	
4- Sense of synthesis	☐	☐	☐	☐	☐	
5 - Achievement of objectives	☐	☐	☐	☐	☐	
Communication						
6- Quality of oral communication	☐	☐	☐	☐	☐	
7- Quality of written communication	☐	☐	☐	☐	☐	
8- Ability to relate to the parties concerned	☐	☐	☐	☐	☐	
9- Ability to work in a team	☐	☐	☐	☐	☐	
10- Regularity of the reports to the traineeship supervisor	☐	☐	☐	☐	☐	
Professional behaviour						
11- Attendance, punctuality, motivation, involvement	☐	☐	☐	☐	☐	
12- Accuracy and care in the accomplishment of the work	☐	☐	☐	☐	☐	
13- Acceptance of criticism, general attitude	☐	☐	☐	☐	☐	
14- Respect of confidentiality	☐	☐	☐	☐	☐	
Organization of work						
15- Priority management	☐	☐	☐	☐	☐	
16- Ability to evaluate the time required	☐	☐	☐	☐	☐	
17- Work planning	☐	☐	☐	☐	☐	
Autonomy						
18- Autonomy in understanding and analysing needs	☐	☐	☐	☐	☐	
19- Autonomy in the identification of solutions and ability to decide	☐	☐	☐	☐	☐	

Overall assessment of the trainee by the traineeship supervisor:

VG	G	S	I	N
☐	☐	☐	☐	☐

Place and date:

Signature of the traineeship supervisor :

Final evaluation report of the I.A.E. trainee.

To be completed by the IAE trainee

Evaluation of the traineeship by the trainee	VG	G	S	I	N	Remarks
1- Quality of supervision	☐	☐	☐	☐	☐	
2- Value of the skills acquired during the traineeship	☐	☐	☐	☐	☐	
3- Quality of the environment and work atmosphere	☐	☐	☐	☐	☐	
4- Infrastructure set up for the traineeship	☐	☐	☐	☐	☐	

Comments	
5- The aspects I tried to improve in my traineeship and the improvements observed	
6- My professional qualities	
7- Aspects that I would like to improve in the professional field	
8- Other comments	

Overall assessment of the company and the traineeship supervisor by the trainee:

VG	G	S	I	N
☐	☐	☐	☐	☐

Place and date:

Signature of the trainee :

Evaluation of the traineeship by the traineeship committee

	VG	G	S	I	N
1- On the basis of the evaluation reports of the traineeship supervisor	☐	☐	☐	☐	☐
Remarks :					
2- On the basis of the trainee's activity reports	☐	☐	☐	☐	☐
Remarks :					
3- Following a potential interview <i>with</i> the trainee	☐	☐	☐	☐	☐
Remarks :					

Final decision by the IAE traineeship committee, validation of the traineeship:

Admitted	Not admitted
☐	☐

Evaluation of the traineeship by the Chamber

	VG	G	S	I	N
Evaluation of the organization and follow-up of the traineeship in the company	☐	☐	☐	☐	☐
Remarks :					

Admitted	Not admitted
☐	☐

Place and date :

Signature of the members of the concerned chamber :