



EVALUATION OF THE PLACEMENT

From university to labour market in the 21st century: a step forward in work-based placements
610245-EPP-1-2019-1-BE-EPPKA2-CBHE-JP

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Co-funded by the
Erasmus+ Programme
of the European Union

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

GENERAL Information

Student name and surname(s) :

Tel:

e-mail:

Placement from: **to**

Name and address of the company/organisation

.....
.....
.....

Name, surname and position of the mentor in the company :

Tel:

e-mail:

Name, surname and position of the tutor of the HEI

Tel:

e-mail:

TO BE COMPLETED BY THE TUTOR/MENTOR OF THE COMPANY/ORGANISATION

Monthly interview

Date:

Observations:

Planned actions for improvement:

TO BE COMPLETED BY THE TUTOR/MENTOR OF THE COMPANY/ORGANISATION

Monthly interview

Repeat previous page as many times as necessary

TO BE COMPLETED BY THE TUTOR (FROM HEI)

ON-SITE VISIT REPORT

Date:

Observations and comments:

Student's signature

Tutor's signature

Mentor's signature

TO BE COMPLETED BY THE TUTOR (FROM HEI)

ON-SITE VISIT REPORT

Repeat previous page as many times as necessary

TO BE COMPLETED BY THE MENTOR (FROM THE COMPANY/ORGANISATION)

WBL PLACEMENT PROGRESS REPORT

Activities completed during the WBL placement:

Learning achievements and progress made during the WBL placement

APPRENTICESHIP GRADING

- The WBL placement mentor is requested to carefully complete the evaluation grids laid out on the following pages
- It is the mentor's responsibility to undertake the evaluation in a fair and unbiased manner.
- Based on this evaluation, the mentor should assign a score out of (*to be determined according to the HEI's grading system*)

BEHAVIORAL EVALUATION GRID

Punctuality	Very often late <input type="checkbox"/>	Often late <input type="checkbox"/>	Occasionally late <input type="checkbox"/>	Rarely late <input type="checkbox"/>	Always punctual <input type="checkbox"/>
Attendance	Very often absent <input type="checkbox"/>	Often absent <input type="checkbox"/>	Occasionally late <input type="checkbox"/>	Rarely absent and with justifications <input type="checkbox"/>	Always present <input type="checkbox"/>
Team spirit	No involvement <input type="checkbox"/>	Little Involvement <input type="checkbox"/>	Average involvement <input type="checkbox"/>	Cooperative attitude <input type="checkbox"/>	Strong teamplayer <input type="checkbox"/>
Initiative	No initiative <input type="checkbox"/>	Few personal initiatives <input type="checkbox"/>	Occasionally takes initiatives <input type="checkbox"/>	Initiates regularly <input type="checkbox"/>	Frequent and strong personal initiatives <input type="checkbox"/>
Autonomy and Perseverance	Not able to overcome difficulty <input type="checkbox"/>	Quickly gets overwhelmed by difficulties <input type="checkbox"/>	Overcome minor difficulties <input type="checkbox"/>	Leads the activities to the end (With help) <input type="checkbox"/>	Leads activities to the end with autonomy <input type="checkbox"/>
Curiosity and Interest	No interest in the placement <input type="checkbox"/>	Low interest in the placement <input type="checkbox"/>	Moderately interested <input type="checkbox"/>	Shows curiosity <input type="checkbox"/>	Keen interest in the company or organisation <input type="checkbox"/>
Sense of organisation	Inability to manage tasks <input type="checkbox"/>	Difficulty adapting to procedures <input type="checkbox"/>	Establishes and follows a workplan <input type="checkbox"/>	Able to take priorities into account <input type="checkbox"/>	Able to optimize the organisation & management of tasks <input type="checkbox"/>
Speed and quality of execution	Negligent and particularly slow <input type="checkbox"/>	Works slowly and makes occasional errors <input type="checkbox"/>	Works fast but makes errors <input type="checkbox"/>	Works slowly but without errors <input type="checkbox"/>	Works fast and without errors <input type="checkbox"/>
Use of new technologies	Very reluctant <input type="checkbox"/>	Shows reluctance <input type="checkbox"/>	Uses them but without conviction <input type="checkbox"/>	Uses them effectively <input type="checkbox"/>	Uses them in an innovative manner <input type="checkbox"/>
Conscientiousness	Non-existent <input type="checkbox"/>	Insufficient <input type="checkbox"/>	Average <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Excellent <input type="checkbox"/>

TO BE COMPLETED BY THE MENTOR (FROM THE COMPANY/ORGANISATION)

EVALUATION GRID OF SKILLS ACQUIRED

Competences	Novice	Beginner	Competent	Adept	Expert	Not evaluated
(*)						
(*)						
(*)						
(*)						
(*)						
(*)						
(*)						

(*) Competences to be determined according to the placement.

Comments:

TO BE COMPLETED BY THE MENTOR (FROM THE COMPANY/ORGANISATION)

Mark :

..... / (....)

Name, surname and position of the WBL placement tutor/mentor:

.....
.....

Date **Tutor/Mentor signature**



QUESTIONNAIRE FOR ORGANISATIONS AND/OR COMPANIES

- **Have you hosted one of our students before?**

YES NO

- **Would you host one of our students again?**

YES NO

IF NOT, for what reasons?

.....
.....
.....

- **Were you familiar with our work-based learning programme before hosting a student?**

YES

- **How did you find out about our work-based learning programme?**

.....

NO

- **Did the student's academic and professional background meet your expectations?**

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TO BE COMPLETED BY THE MENTOR (FROM THE COMPANY/ORGANISATION)

- Do you have any comments and/or suggestions regarding our work-based learning programme?