

École Nationale Supérieure de Mécanique et des Microtechniques



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## Third-year student assessment – Final year internship

Please complete this form. The trainee's presence may be formative

Trainee's name : .....

Company's name: .....

Address : .....

Phone number : ..... Fax number : .....

Trainee's supervisor : ..... Department : .....

Signatory's name : ..... Department : .....

### The trainee's interest in the subject :

- Highly interested, enthusiastic and involved     
  beyond average     
  satisfactory     
  not really motivated     
  not involved at all

### The trainee's autonomy :

- Autonomous; requests new tasks     
  Rather autonomous most of the time     
  Rather autonomous in routine work     
  Often waits to be told what to do; relies on others     
  Waits to be told what to do

### Is the trainee trustworthy ?

- Is reliable in all situations     
  Is reliable most of the time     
  Is reliable only in routine work     
  Not very reliable; needs monitoring     
  Impossible for him/her to work on his own

### Is the trainee able to analyse the subject problematic ?

- Immediately worked out the issue     
  Grasped the issue more quickly than average     
  Average     
  Needed his/her supervisor's advice     
  Never managed to understand the issue

### The trainee's creativity :

- Constantly looking for new ways to carry out assignments; highly innovative     
  Frequently suggests new ways to carry out assignments; more innovative than average     
  Average creativity; often has new ideas     
  New ideas from time to time     
  No creativity; very rarely has new ideas

### The trainee's ability to define a methodology for tasks :

- Exceptional     
  Very good     
  Average     
  Poor     
  Inadequate

### The trainee's abstraction and analytical modelling skills :

- Exceptional     
  Very good     
  Average     
  Poor     
  Inadequate

**The trainee's decision making abilities :**

- |  |   |   |   |  |
|--|---|---|---|--|
| <input type="checkbox"/> Exceptionally good; perfectly fitting the situation | <input type="checkbox"/> Sensible, good decisions | <input type="checkbox"/> Rather good in everyday situations | <input type="checkbox"/> Often unreliable | <input type="checkbox"/> Poor judgement; makes conclusions with insufficient knowledge |
|--|---|---|---|--|

**The trainee's results :**

- |   |   |   |   |  |
|---|---|---|---|--|
| <input type="checkbox"/> Far beyond expectations; an important breakthrough for the company | <input type="checkbox"/> Correct, without mistakes; of possible use in the future | <input type="checkbox"/> Satisfactory but they need to be checked | <input type="checkbox"/> More mistakes than average | <input type="checkbox"/> Careless work; mistakes very frequent |
|---|---|---|---|--|

**The trainee's work capacity :**

- |  |   |  |  |   |
|--|---|--|--|---|
| <input type="checkbox"/> Highly productive | <input type="checkbox"/> Better than expected | <input type="checkbox"/> Matching up to expectations | <input type="checkbox"/> Lower than expected | <input type="checkbox"/> Often unable to cope |
|--|---|--|--|---|

**The trainee's communication skills :**

- |  |  |   |  |   |
|--|--|---|--|---|
| <input type="checkbox"/> Always in a clear and organized way; messages are easily understandable | <input type="checkbox"/> In a clear and organized way most of the time | <input type="checkbox"/> Sometimes too concise and irrelevant | <input type="checkbox"/> Occasionally has difficulty communicating clearly and concisely | <input type="checkbox"/> Not clear enough, which causes confusion and prejudices the output |
|--|--|---|--|---|

**The trainee's ability to manage the project :**

- |   |   |                                       |                                      |   |
|---|---|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Exceptional management | <input type="checkbox"/> Very good management | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Superficial | <input type="checkbox"/> Insufficient ability to manage |
|---|---|---------------------------------------|--------------------------------------|---|

**The trainee's managerial skills :**

- |  |   |                                       |   |   |
|--|---|---------------------------------------|---|---|
| <input type="checkbox"/> A great manager, a leader to be | <input type="checkbox"/> Better than expected from a beginner | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Has difficulty asserting himself/herself | <input type="checkbox"/> No leadership skills |
|--|---|---------------------------------------|---|---|

**The trainee's adaptation to procedures :**

- |   |   |                                       |   |  |
|---|---|---------------------------------------|---|--|
| <input type="checkbox"/> Cares about and complies with the rules and is conscious of their importance | <input type="checkbox"/> Complies with procedures; works rigorously | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Sometimes finds it difficult to understand their importance and can be critical of the rules | <input type="checkbox"/> Negative attitude towards procedures and safety rules |
|---|---|---------------------------------------|---|--|

**Overall assessment:**

- Excellent student engineer  
  Beyond average  
  Average  
  Insubstantial  
 Lack of basic knowledge for a student engineer

**Further comments :**

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**This assessment form was completed with the trainee :    YES    NO**

**Date : ..... Signature : .....**