

École Nationale Supérieure de Mécanique et des Microtechniques



Person in charge : **Christophe Dielemans**
christophe.dielemans@ens2m.fr
 tel: 03 81 40 27 43

Please return this form to

Ms Elisabeth RODRIGUEZ
 ENSMM
 26, rue de l’Épitaphe
 F -25030 BESANCON Cedex
 Phone number : +333 81 40 27 32
 Fax number : +333 81 80 98 70
elisabeth.rodriquez@ens2m.fr

2nd-year student assessment ; integration internship in industry

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 poor and inconsistent 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 Shows little initiative

The trainee’s capacity to learn :

Brilliant, acquires new notions very easily Learns faster than average Average Acquires new notions with difficulty Cannot improve his/her level

The trainee’s creativity :

Keeps looking for new ways to carry out assignments; highly innovative Often suggests new ways to carry out assignments; more innovative than average Average Has new ideas from time to time No imagination ; very rarely has new ideas

The trainee’s technical knowledge required for carrying out his/her work :

Exceptional Very good Average Poor Inadequate

The trainee’s abstraction and analytical modelling skills :

Exceptional Very good Average Poor Inadequate

The trainee’s results : their relevance and accuracy				
<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 clear and organized Easy to understand	<input type="checkbox"/> Clear and organized 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 teamwork skills :				
<input type="checkbox"/> Highly involved in the group	<input type="checkbox"/> Successfully integrated in the group	<input type="checkbox"/> Dependent on the group	<input type="checkbox"/> Inactive and passive	<input type="checkbox"/> Avoids teamwork ; works on his/her own
The trainee’s adaptation to procedures :				
<input type="checkbox"/> Cares about and complies with procedures ; highly conscious of their importance	<input type="checkbox"/> Complies with procedures and works rigorously	<input type="checkbox"/> Is reluctant to comply with the company’s rules	<input type="checkbox"/> Sometimes finds it difficult to understand their importance ; can be critical of them	<input type="checkbox"/> Negative attitude towards procedures and security rules
The trainee’s punctuality :				
<input type="checkbox"/> Always on time	<input type="checkbox"/> Regularly	<input type="checkbox"/> Irregularly	<input type="checkbox"/> Very often late	<input type="checkbox"/> Cannot comply with working hours
Is the trainee polite ?				
<input type="checkbox"/> Very polite and respectful	<input type="checkbox"/> Correct	<input type="checkbox"/> Disrespectful and rude		

Overall assessment :

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

Further comments :

.....

<p>This assessment form was completed with the trainee : <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Date : Signature :</p>
