**Evaluation of achievements during international internship**

|  |  |  |
| --- | --- | --- |
| **Robert-Bosch-Fachoberschule Wirtschaft** |  | |
| Name of school | Name of company/institution | |
|  |  |  |
| Name of student | Class | Evaluation period |
|  |  | |
| Name of school supervisor | Name of company supervisor | |

**General criteria Please mark appropriate box; cancel irrelevant criteria.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Social competence** | **Rarely** | **partly** | **mostly** | **always** |
| **Cooperates appropriately with colleagues and supervisors** |  |  |  |  |
| **Participates and interacts actively in teamwork** |  |  |  |  |
| **Starts work and finishes tasks according to schedules** |  |  |  |  |
| **Self-reflecting competence** | **Rarely** | **partly** | **mostly** | **always** |
| **Accepts criticism and is willing to react constructively** |  |  |  |  |
| **Investigates and implements ways of improving** |  |  |  |  |
| **Executes tasks carefully, reliably, and independently** |  |  |  |  |
| **Methodical competence** | **Rarely** | **partly** | **mostly** | **always** |
| **Shows interest in tasks and develops initiative** |  |  |  |  |
| **Uses information sources to solve problems** |  |  |  |  |
| **Takes care of equipment and keeps work place clean** |  |  |  |  |

**Special criteria Please mark appropriate box; cancel irrelevant criteria.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job competence** | Rarely | partly | mostly | always |
| **Is aware of responsibilities and applies correct working procedures** |  |  |  |  |
| **Is familiar with duties and tasks of special working field** |  |  |  |  |
| **Uses information and communication systems effectively** |  |  |  |  |
| **Executes orders and tasks effectively and efficiently** |  |  |  |  |
| **Accepts and finishes new jobs in adequate time** |  |  |  |  |
| **Knows and regards relevant legal regulations and safety rules** |  |  |  |  |
| **Is able to find and use new contents from information sources** |  |  |  |  |
| **Communicates properly with customers and external partners** |  |  |  |  |
| **Is able to make necessary documentation of tasks given** |  |  |  |  |

The evaluation has been shown to and discussed with student.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, date Signature supervisor