

SMP

Students' Mobility Practise

HOST ORGANIZATION	TRAINEE
Name and address of the Host Institution:	Name and address of the Sending Institution:
Name of the tutor:	Name of the trainee:
Phone number:	Phone number:
E-mail:	E-mail:
Position:	Placement dates: from __/__/__ to: __/__/__

TRANSCRIPT OF WORK

Evaluation Form

General Skills:	Grade	Attitude towards work:	Grade
Language skills improvement		Self-employment	
Organizing skills improvement		Initiative and planning	
Technical skills improvement		Responsibility	
Team work improvement		Involvement	
Computer skills improvement		Efficiency	
Social skills:	Grade	Personal qualities:	Grade
Communication with staff members		Flexibility	
Communication with executives		Creativity	
Communication with external people		Criticism towards own work	
Complying with organizational rules		Handling work pressure	
Integration with organization and foreign cultures		Willingness to revise own work or attitude	

Overall evaluation of the trainee:.....

Additional comments, if any:.....

Date: __/__/__. Signature and stamp:.....

Please evaluate the trainee according to the following grading scale:

<i>Evaluation according to the Transcript of work</i>	<i>Grade at the Home University</i>	<i>Grading scale:</i>
<i>Excellent</i>	<i>5.00</i>	<i>90-100%</i>
<i>Very good</i>	<i>4.50</i>	<i>85-89%</i>
<i>Good</i>	<i>4.00</i>	<i>75-84%</i>
<i>Satisfactory</i>	<i>3.50</i>	<i>70-74%</i>
<i>Pass</i>	<i>3.00</i>	<i>60-69</i>
<i>Fail</i>	<i>2.00</i>	<i>59% and below</i>