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| --- | --- | --- | --- |
|  | **OFICINA D’INSERCIÓ PROFESSIONAL I ESTADES EN PRÀCTIQUES (OIPEP)** |  | Post-placement assessment form for the company |

Please complete this questionnaire to evaluate the placements in your company.

\* The information requested in this form will provide us with an assessment of the trainee and will be used to help us plan next year’s placements. After completing it, please return it to the **Oficina d’ Inserció Professional i Estada en Pràctiques (Careers Service)** of the Universitat Jaume I.

**A) GENERAL INFORMATION**

Degree title:

Trainee’s full name:

Employing organisation: ........................................................... Company tax no:

Sector/Activity: .................................................................................................................................

Supervisor/Manager: .........................................................................................................................

Has the trainee been accepted for a job in your company following the placement?  Yes No

**B) ACTIVITIES CARRIED OUT BY THE TRAINEE**

# In the table below, please list the tasks and activities carried out by the trainee during his or her placement and, using the scale below, rate the trainee’s performance in carrying out each activity. Please also state whether you consider further training necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Highly inadequate | Inadequate | Average | Good | Very good |

|  |  |  |
| --- | --- | --- |
| ACTIVITIES | PERFORMANCE  1 2 3 4 5 | ADDITIONAL TRAINING |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |

**C) TRAINEE’S SKILLS AND KNOWLEDGE**

**C.1. Assessment of the trainee’s skills in the working language used during the placement (please specify the language: ………………………………………………….…)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills / Level** | **B1** | **B2** | **C1** | **C2** |
| Reading |  |  |  |  |
| Writing |  |  |  |  |
| Speaking |  |  |  |  |
| Listening |  |  |  |  |

**C.2. Fulfilment of obligations**

Please use this scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very unsatisfactory | Unsatisfactory | Average | Fairly satisfactory | Very satisfactory |

Punctuality

Attendance

Fulfilment of work programme/tasks/plan

Remarks: ..............................................................................................................................................................................................................................................

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**C.3. Knowledge/Execution**

Please use this scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very low | Low | Average | High | Very high |

Complexity of the work carried out

Quality in the execution of tasks

Command of the necessary tools, methodologies

Theoretical knowledge

Remarks: ..............................................................................................................................................................................................................................................

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**C.4. Attitude**

Please use this scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very unsatisfactory | Unsatisfactory | Average | Fairly satisfactory | Very satisfactory |

Integration into the company

Capacity for teamwork

Motivation

Initiative

Willingness to learn

Remarks: ..............................................................................................................................................................................................................................................

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**C.5. Final assessment**

Bearing in mind the previous sections, please rate the trainee’s placement in general terms using the following scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very unsatisfactory | Unsatisfactory | Average | Fairly satisfactory | Very satisfactory |

Please briefly justify your rating:

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**C.6. Assessment of the trainee’s skills**

For each skill in the table below, tick the level required by the trainee for the post (on the left) and the level acquired by the trainee after finishing the placement).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| None | Low | Average | High | Total |

|  |  |  |
| --- | --- | --- |
| **(A) Level required** | **Skills** | **(B) Level reached** |
| 1 2 3 4 5 |  | 1 2 3 4 5 |
|  | 1. Capacity for analysis and synthesis |  |
|  | 1. Problem solving |  |
|  | 1. Information management skills (ability to retrieve and   analyse information from different sources) |  |
|  | 1. Interpersonal skills |  |
|  | 1. Capacity for organisation and planning |  |
|  | 1. Oral and written communication in native language |  |
|  | 1. Elementary computer skills |  |
|  | 1. Decision-making |  |
|  | 1. Teamwork |  |
|  | 1. Critical thinking skills and capacity for self-criticism |  |
|  | 1. Capacity to work in an interdisciplinary team |  |
|  | 1. Capacity to learn |  |
|  | 1. Capacity to apply knowledge in practice |  |
|  | 1. Capacity to adapt to new situations |  |
|  | 1. Concern for quality |  |
|  | 1. Ability to work autonomously |  |
|  | 1. The will to succeed |  |
|  | 1. Capacity to generate new ideas (creativity) |  |
|  | 1. Initiative and entrepreneurial spirit |  |
|  | 1. Knowledge of other foreign languages |  |
|  | 1. Ethical commitment |  |
|  | 1. Ability to work in an international context |  |
|  | 1. Leadership |  |
|  | 1. Knowledge of other countries’ cultures and customs |  |

**D) PROJECT ASSESSMENT**

Using the scale below, how would you rate your relationship with the Universitat Jaume I throughout the training programme?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very unsatisfactory | Unsatisfactory | Satisfactory | Fairly satisfactory | Very satisfactory |

**D.1. Overall assessment 1 2 3 4 5**

1. Overall degree of satisfaction with the trainee’s work
2. Would you participate in the programme next year?  Yes  No
3. Why (not)?

**D.2. Partial assessment**

***D.2.1. Coordination***

1. Coordination between teacher (UJI) & supervisor (company)      Coordination with the contractor of the project

***D.2.2. Placement organisation***

1. Previous information about the degree and the kind of tasks

to be performed

1. General information about placements.      Suitability of the duration of the placement (total number of hours)
2. Promptness in processing the corresponding documentation

(agreements, new placements, etc.)

***D.2.3. Tasks/Project (carried out by the trainee)***

1. Level of satisfaction with the tasks/plan/project carried out
2. Initial planning of the tasks to be performed
3. Extent to which the work plan was achieved
4. Variety of tasks      Suitability of the university training in relation to the company tasks      ***D.2.4. Contribution of the placement to the trainee’s career development***
5. The trainee has learnt to feel at ease in the workplace
6. He/She has seen the internal organisation/functioning of the company and

acquired a global view of it

1. The placement has enabled the trainee to contact companies
2. The trainee has acquired a global view of the culture and life of

the placement country

1. The placement has enabled the trainee to expand his/her career

opportunities

1. The placement has helped the trainee acquire work experience
2. It has helped him/her to develop the skills required for the labour market      The trainee has been in contact with his/her field of specialisation in the

world of employment ....................................................................................

1. The placement has enabled the trainee to learn about the working

knowledge and skills required for the international labour market      The trainee has had an insight into the international labour market      ***D.2.5. Personal development experience***

1. The trainee has found the training received meaningful
2. The placement has helped the trainee’s personal and social development
3. The placement has furthered the trainee’s ability to see his/her work

critically

***D.2.6. Contribution of the placement to the organisation***

1. The trainee’s work has been useful for the company
2. The trainee will be considered in future recruitments or in staff

selection processes

1. The trainee has helped facilitate/promote staff training and has been a

source of information for the company’s staff

1. The placements have enabled the company to get to know the

University better

#### E. SUGGESTIONS

Suggestions for improving placement programmes in your company:

(Signature and stamp of the organisation)

(Place), (day) (month) 20……