## Bijlage 5bis – Engelstalige versie evaluatieformulier

**Evaluation form for the traineeship supervisor**

**Traineeship evaluation to be completed by the traineeship supervisor,   
and to be sent to the Ghent University traineeship promoter via e-mail**

This is a confidential document that should not be passed on to the trainee.

Name trainee: …………………………………………………………………………………………

organization: ……………………………………………………………………………………………

Name traineeship supervisor: ………………………………………………………………………

This evaluation form consists of two parts: a first part with closed-ended questions for which you may encircle the score, followed by a second part with a few open-ended questions.

The closed-ended questions contain a list of skills and competences. You are kindly asked to assess the following aspects: general attitudes, sociability, professional knowledge and skills of the trainee. Please indicate to what extent the trainee's performance was characterized by these aspects.

After both the closed-ended and open-ended questions, you may provide an overall assessment concerning the trainee's performance in your institution.

1. **General attitudes**

**Punctuality** (arriving on time, not leaving early, respecting deadlines)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not at all |  | | | | | Completely so |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Commitment and engagement** (being motivated, doing more than asked, taking on matters spontaneously, working enthusiastically)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not at all |  | | | | | Completely so |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Independence** (having a sense of responsibility, completing assigned/taken up tasks properly, having a good work pace, working with precision and accuracy, being stress resistant)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not at all |  | | | | | Completely so |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Critical self-reflection** (being capable of critically reflecting on one's own performance, and being able to take this into account when assessing one's own strengths and weaknesses)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not at all |  | | | | | Completely so |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

1. **Sociability**

**Collaboration/ work relationship** (building good working relationships, interacting well with colleagues, having respect and appreciation for others)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not at all |  | | | | | Completely so |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**(Daring to) provide a personal contribution** (having an own opinion and contribution, if necessary expressing constructive criticism)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not at all |  | | | | | Completely so |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Reporting** (being able to clearly report opportunities, difficulties or results to colleagues or supervisors, both in writing or verbally)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not at all |  | | | | | Completely so |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Constructive attitude regarding feedback and criticism** (being open to criticism and being able to adjust one's own performance adequately if needed)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not at all |  | | | | | Completely so |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

1. **Professional knowledge and skills**

**Problem solving** (being able to formulate and test working hypotheses, being creative in looking for solutions, searching for a scientific approach to problems, and being able to implement and evaluate all of the above)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not at all |  | | | | | Completely so |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Planning** (being able to dose one's own work in a good way, being able to anticipate, being able to work in a structured manner)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not at all |  | | | | | Completely so |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Perseverance** (not being deterred by difficulties, daring to tackle substantive problems, completing started tasks despite possible setbacks)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not at all |  | | | | | Completely so |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

1. **Open-ended evaluation questions**

* Are there any notable positive aspects in the trainee's performance?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

* Which attitudes and skills of the trainee could be improved?

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* Do you have any additional remarks concerning the traineeship or the trainee's performance?

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* Might you be interested in recruiting other students from our Masters in EU-Studies as trainees in the future?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. **General assessment of the trainee's performance and skills**
2. Poor
3. Insufficient
4. Sufficient
5. Average
6. Good
7. Very good
8. Excellent

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Date Signature supervisor**