## **Bijlage 5. Intern evaluation to be completed by the company supervisor (ENGLISH)**

Name of the intern:

Company/organisation:

Name of the company supervisor:

Phone number company supervisor (to be used for follow-up talk):

This evaluation form consists of 2 parts: the first part includes closed scoring questions, the second part open questions.

The closed scoring questions evaluate the intern's skills and abilities. You are asked to judge the different competences. Please also indicate what impact these competences had on the global functioning of the intern. For each cluster of items you can add specific remarks (below the questions).

Finally, after completing the closed and open questions, you can provide an overall evaluation..

Please fill out this form, print it, sign it and send it to *Marc Dewilde / Johan Vermeire, Dept. Of Communication Sciences, Korte Meer 7-11, 9000 Gent, Belgium* (at the latest 2 weeks after the internship) or via e-mail to [marc.dewilde@ugent.be](mailto:marc.dewilde@ugent.be) or [johan.vermeire@ugent.be](mailto:j.vermeire@ugent.be)

**1. GENERAL ATTITUDES**

**Punctuality** (arriving on time, no early leaving, meeting deadlines)

*(1= Absolutely not ok – 7= Absolutely ok)*

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

**Effort and commitment** (working with motivation and enthusiasm, going the extra mile, spontaneously starting to work on something new)

*(1= Absolutely not ok – 7= Absolutely ok)*

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

**Independence** (showing responsibility, bringing assigned tasks to a good end, upholding a steady pace at work, working accurately, being immune to stress)

*(1= Absolutely not ok – 7= Absolutely ok)*

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

**Critical self-reflection** (being able to critically analyse one’s own functioning and being able to use this analysis while assessing one’s own strenghts and weaknesses)

*(1= Absolutely not ok – 7= Absolutely ok)*

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

**Remarks:**

**2. SOCIABILITY:**

**Teamwork/working relationship** (building a good working relationship, building swift social relationships with colleagues, respecting and appreciating others)

*(1= Absolutely not ok – 7= Absolutely ok)*

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

**(Daring to) deliver own contribution** (boasting and introducing own opinion, offering constructive criticism)

*(1= Absolutely not ok – 7= Absolutely ok)*

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

**Reporting** (being able to clearly report opportunities, issues and results in verbal or written way to colleagues or supervisors)

*(1= Absolutely not ok – 7= Absolutely ok)*

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

**Positive attitude towards feedback and criticism** (being open to criticism and being able to effectively adjust one’s own functioning with regard to feedback)

*(1= Absolutely not ok – 7= Absolutely ok)*

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

**Remarks:**

**3. PROFESSIONAL KNOWLEDGE AND SKILLS**

**Problem solving** (being able to formulate and examine working hypotheses, being creative in the search for solutions, looking for scientific input to solve issues, being able to implement and evaluate previously mentioned aspects)

*(1= Absolutely not ok – 7= Absolutely ok)*

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

**Planning** (being able to plan one’s own workload, anticipating, functioning in a structured manner)

*(1= Absolutely not ok – 7= Absolutely ok)*

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

**Persistence** and resilience (not trying to avoid difficult situations, daring to tackle issues in a substantial manner, finishing a task despite possible setbacks)

*(1= Absolutely not ok – 7= Absolutely ok)*

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

**Remarks:**

**4. OPEN QUESTIONS**

* Did you notice outstanding positive aspects with regard to functioning of the intern?

* Which attitudes and skills require improvement?

* Do you have other remarks concerning the internship or the performance of the intern?

**5. OVERALL EVALUATION FOR THE PERFORMANCE AND SKILLS OF THE INTERN**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Poor | Unsatisfactory | Satisfactory | Average | Good | Very good | Excellent |