

Evaluation report for Internship student

1- To be completed by the internship supervisor

Company:	Internship student:
Title:	
Period: from :	to :
Internship supervisor:	EPFL representative:

Key to evaluation codes at end of document

Evaluation of student by internship supervisor	E	B	S	F	N	Remarks
Skills						
1- Knowledge of technologies (concepts, techniques, terminology, etc.)	<input type="checkbox"/>					
2- Listening ability and understanding of requirements	<input type="checkbox"/>					
3- Analytical skills (capacity to identify the components of a situation and establish their interrelationship, identifying the guiding principles)	<input type="checkbox"/>					
4- Ability to synthesize (good assimilation and use of several pieces of information, ability to step back and gain perspective, etc.)	<input type="checkbox"/>					
5- Achievement of objectives	<input type="checkbox"/>					
Communication						
6- Quality of oral communication (structure his ideas, exhibit clarity, be concise, express his point of view, etc.)	<input type="checkbox"/>					
7- Quality of written communications in (clarity, well-structured ideas, conciseness, etc.)	<input type="checkbox"/>					
8- Aptitude for formal and informal interpersonal relations	<input type="checkbox"/>					
9- Aptitude for teamwork, transparency, sharing of information, acknowledgement and utilisation of colleagues' qualities	<input type="checkbox"/>					
10- Regularity of reports submitted to internship supervisor	<input type="checkbox"/>					
Professional behaviour						
11- Attendance, punctuality, motivation, proactiveness, involvement	<input type="checkbox"/>					
12- Precision and care in carrying out work	<input type="checkbox"/>					
13- Acceptance of criticism, general attitude, respect	<input type="checkbox"/>					
Organisation of work						
14- Management of priorities	<input type="checkbox"/>					
15- Ability to evaluate amount of time required	<input type="checkbox"/>					
16- Planning of work	<input type="checkbox"/>					
Autonomy						
17- Autonomy regarding understanding of requirements and their analysis during first part of internship	<input type="checkbox"/>					
18- Autonomy regarding identification of solutions during second part of internship and decision-making capacity	<input type="checkbox"/>					
19- Resourcefulness	<input type="checkbox"/>					

Global evaluation **of internship student** by internship supervisor:

E	G	S	F	N
<input type="checkbox"/>				

Place and date :

Signature of internship supervisor :

Evaluation report for Internship student

2- To be completed by the student

Internship evaluation by internship student	E	G	S	F	N	Remarks
1- Quality of supervision	<input type="checkbox"/>					
2- Value of skills acquired during internship	<input type="checkbox"/>					
3- Quality of work environment	<input type="checkbox"/>					
4- Infrastructure provided for internship	<input type="checkbox"/>					
5- Work atmosphere	<input type="checkbox"/>					

COMMENTS	
6- Aspects that I tried to improve during my internship and the improvements observed	
7- My professional qualities	
8- Aspects that I would like to perfect in the professional sphere	
9- Other comments	

Global evaluation of Host Company/Body by internship student:

E	G	S	F	N
<input type="checkbox"/>				

Place and date :

Signature of student:

Evaluation report for Internship student

3- To be completed by EPFL representative

Internship evaluation of EPFL representative		E	B	S	I	N
1) On basis of internship supervisor evaluation report		<input type="checkbox"/>				
Remarks :						
2) On basis of student activity report		<input type="checkbox"/>				
Remarks :						
3) Following a possible interview of the student		<input type="checkbox"/>				
Remarks :						

Final decision from EPFL representative, **internship validation:**

Pass	Fail
<input type="checkbox"/>	<input type="checkbox"/>

Internship evaluation by EPFL representative		E	B	S	I	N
Organization and follow-up evaluation of internship in Host Company/Body		<input type="checkbox"/>				
Remarks :						

Place and date :

Signature of EPFL representative :

Key to evaluation codes	
(E) Excellent	In most tasks, the internship student has clearly exceeded expectations
(G) Good	In most tasks, the internship student has easily fulfilled the necessary requirements
(S) Satisfactory	In several tasks, the internship student has fulfilled the necessary requirements
(F) Fail	In most tasks, the internship student has not fulfilled the necessary requirements
(N) Not applicable	No element permitting evaluation

For the sake of convenience, the masculine form is employed to designate persons of either gender

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