

ERASMUS+ KA1

PEDAGO [INSTITUTO SUPERIOR DE CIÊNCIAS EDUCATIVAS; INSTITUTO SUPERIOR DE CIÊNCIAS EDUCATIVAS DO DOURO] – P LISBOA 97

TRANSCRIPT OF WORKS/EMPLOYER EVALUATION FORM

SUBJECT AREA:

NAME OF SENDING INSTITUTION: PEDAGO – P LISBOA 97 <input type="checkbox"/> Instituto Superior de Ciências Educativas <input type="checkbox"/> Instituto Superior de Ciências Educativas do Douro Mail address: Rua Bento de Jesus Caraça, 12, 2620-379 Ramada – Odivelas -Portugal Faculty/Department Supervisor: Mr. Nuno Abranja Tel.: 00351219347135 Fax: 00351219332688 e-mail: gri@isce.pt					
NAME OF TRAINEE: Family Name.....First name Date and place of birth: (sex) :.M/F..... Start date of training: Final date of training: Duration: months					
NAME OF RECEIVING (HOST) INSTITUTION- ENTERPRISE: Mail address: City:..... Country: Department of MENTOR: Family Name..... First name Tel.: Fax: e-mail:					
Duration of placement period: months start date final date					
Quantitative evaluation of trainee – according to the criteria set below, using (1 fail - 5 excellent) scale					
Analytic skills	1	2	3	4	5
Ability to work in intensive and dynamic environment	1	2	3	4	5
Overcoming difficult situations	1	2	3	4	5
Operation with information sources, materials and documents	1	2	3	4	5
Teamwork	1	2	3	4	5
Positive attitude towards work	1	2	3	4	5
Taking responsibility	1	2	3	4	5
Ability to work quickly and efficiently	1	2	3	4	5
Understanding/Management of situations	1	2	3	4	5
Imitateness	1	2	3	4	5
Communication skills	1	2	3	4	5
Self confidence	1	2	3	4	5
Loyalty and confidentiality	1	2	3	4	5

AVERAGE SCORE OF ACHIEVED RESULTS:	1	2	3	4	5
Qualitative assessment – Questions & Answers:					
1. Did the trainee follow the advices for improving the performance of his/her work?					
2. Did the trainee perform properly his/her work?					
3. Did the trainee adhere to the working hours and did he/she follow the internal enterprise regulations?					
4. Did the trainee make any progress in his/her work?					
5. Would you hire the trainee for regular job?					
6. Would you hire some other students from (sending HEI)?					
7. Recommendations for better performance:					
8. Other comments:					
Conclusion:					
The trainee has achieved the planned training results <input type="checkbox"/> Yes <input type="checkbox"/> No					

Mentor's signature:

Date:

