

## APPRECIATION SHEET OF TRAINEES

Trainee's name : \_\_\_\_\_

Responsible within the organization: \_\_\_\_\_

Host organization : \_\_\_\_\_

<b>Evaluation criteria</b>	
Please indicate your assessment of each of the criteria on a scale of <b>0</b> to <b>10</b> (0 = very poor - 5 = average - 10 = excellent - NA = not applicable)	
Mastery of the theoretical and technical knowledge demonstrated during the internship.	/ 10
Attendance, interest and motivation at work.	/ 10
Precision and finish in the accomplishment of the work.	/ 10
Quality of oral and written communications (presentations made, documents produced, etc.)	/ 10
Quality of interpersonal relationships.	/ 10
Creativity, imagination and autonomy in problem analysis and examination of solutions.	/ 10
Ease of adaptation to different situations during the internship.	/ 10
Ability to integrate and work in a team.	/ 10
Analytical mind and decision-making skills in the presence of several possible solutions.	/ 10
Amount of work completed and time required to complete it.	/ 10
<b>Total</b>	<b>/ 100</b>

COMMENTS	
<b>Strong points :</b>	<b>Points to improve :</b>

Overall appreciation of the trainee :  Excellent  Very good  Good  Satisfactory  Insufficient

This evaluation was discussed with the trainee:  Yes  No

\_\_\_\_\_  
 Signature Date Phone

<b>Form to be returned (no later than 15 days after the end of the internship) by post, email or fax to :</b> Maîtrise en informatique Université de Montréal Pavillon André-Aisenstadt, Dépt. I.R.O. C.P. 6128, Succursale Centre-Ville Montréal QC H3C 3J7		<b>Phone : (514) 343-6111, ext. 3492</b>  <b>Fax : (514) 343-5834, Email :</b> <b>agde3@iro.umontreal.ca</b>
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