

Workplace internship for students in the professional master's Performance evaluation grid

(To be completed by the workplace internship supervisor)

The information collected on this form is mandatory. Students information may be used, communicated and more generally processed by Polytechnique Montréal in accordance with the General Consent of Students.

The information of other persons related to the management of the internship will be used for the sole purpose of the internship, and may be communicated to the partners involved, if applicable.

Consult the General Consent of Students for more information on your rights regarding your personal information (polymtl.ca/sq/prp/etudiants).

Intern's name :	Student ID :
Company name :	
Supervisor's name :	Telephone (office) :
E-mail :	

Please fill out this form at the end of the internship.

- Provide a copy to the student and debrief the content with them.
- Send an electronic copy to the professor responsible for the intern.

Thank you for your involvement in training our students.

INSTRUCTIONS: Please check the appropriate box for each of the statements and add your comments as needed in the sections provided.

Criteria / Professional skills	Surpasses the expected level (excellent)	Meets the expected level (good)	Below the expected level (needs improvement)	Markedly below the expected level (improvement is crucial)	Not applicable
1. Interest in the work	Frequently demonstrates in word, deed or attitude that the job is of interest, that he/she wants to do the work required.	Generally demonstrates in word, deed or attitude that the job is of interest, that he/she wants to do the work required.	Occasionally demonstrates in word, deed or attitude that the job is of interest, that he/she wants to do the work required.	Does not demonstrate in word, deed or attitude that the job is of interest, that he/she wants to do the work required.	
2. Sense of initiative and autonomy	Often takes initiative (ex.: seeks out information), doesn't wait to be told what to do, works very autonomously.	Takes initiative (ex.: seeks out information), doesn't wait to be told what to do, works autonomously.	Occasionally takes initiative (ex.: seeks information), sometimes waits to be told what to do, works somewhat autonomously.	Does not take initiative (ex.: seeks out information), often waits to be told what to do, lacks autonomy.	
3. Organization and planning	Is very good at time-management and organization.	Is good at time-management and organization.	Is not always good at time-management and organization.	Is not good at time-management and organization	
4. Desire to learn	Shows strong desire to learn (ex.: methods, software) and strong professional curiosity.	Shows a desire to learn (ex.: methods, software) and professional curiosity.	Does not always show a desire to learn (ex.: methods, software) or professional curiosity.	Does not show a desire to learn (ex.: methods, software) or professional curiosity.	
5. Rigour and attention to detail	Demonstrates great rigour and attention to detail in the use of his/her discipline's knowledge and methods.	Demonstrates rigour and attention to detail in the use of his/her discipline's knowledge and methods.	Sometimes lacks rigour and attention to detail in the use of his/her discipline's knowledge and methods.	Often lacks rigour and attention to detail in the use of his/her discipline's knowledge and methods.	
6. Judgment	Always reads situations well, has strong critical thinking skills, makes very good decisions, evaluates the impacts very well.	Reads situations well, engages in critical thinking, makes good decisions, evaluates the impacts well.	Does not always read situations well, sometimes lacks critical thinking, sometimes makes poor decisions, sometimes evaluates the impacts poorly.	Does not read situations well, often lacks critical thinking, rarely makes good decisions, does not evaluate the impacts well.	
7. Efficiency and reliability	Always produces the required work in the time allotted; can always be counted on.	Produces the required work in the time allotted; can be counted on.	Does not always produce the required work in the time allotted; can't always be counted on.	Does not produce the required work in the time allotted; can't be counted on.	
8. Creativity	Often has new ideas, proposes original solutions, goes off the beaten path.	Occasionally has ideas, proposes original solutions, goes off the beaten path.	Rarely has new ideas, proposes original solutions, goes off the beaten path.	Does not have new ideas, does not propose original solutions, does not go off the beaten path.	

Criteria / Professional skills	Surpasses the expected level (excellent)	Meets the expected level (good)	Below the expected level (needs improvement)	Markedly below the expected level (improvement is crucial)	Not applicable
9. Attitude and contribution to the work environment	Always demonstrates a positive attitude. Contributes to a pleasant work environment. Positively influences others.	Generally demonstrates a positive attitude. Contributes most of the time to a pleasant work environment.	Does not always demonstrate a positive attitude. Neither contributes to nor undermines a pleasant work environment.	Demonstrates a negative attitude, contributes to a sometimes unpleasant work environment that's tense or disrespectful. May negatively influence others.	
10. Relations with other team members	Always works in harmony with others. Reacts very well within a team, is available and engaged. Suggests ideas for improving the team's operations as needed.	Generally works in harmony with others. Works well with colleagues and is generally available. Contributes to the team's functioning by actively participating.	Does not always work in harmony with others, or is not always available. Does not always actively take part in the team.	Does not work in harmony with others. Sometimes inspires hostility from others. Does not indicate availability. Does not seem to want to integrate and actively take part in the team.	
11. Listening	Demonstrates excellent listening skills. Asks questions or reformulates statements to make sure he/she properly understands or interprets them. Demonstrates strong open-mindedness.	Demonstrates good listening skills. Makes sure to properly interpret statements and verifies his/her own perceptions when necessary. Seems open-minded.	Does not always demonstrate good listening skills. Sometimes misinterprets statements or makes assumptions without checking them. Does not always seem open-minded.	Demonstrates poor listening skills. Often misunderstands or misinterprets statements. Does not verify his/her perceptions and may make mistakes. Does not seem open-minded.	
12. Openness to feedback	Is always open to criticism and suggestions. Asks for feedback in order to improve.	Is open to and reacts well to criticism and suggestions. Doesn't lose motivation at work following more negative feedback.	Is not open to or does not always react well to criticism and suggestions. May temporarily lose motivation following more negative feedback.	Is not open to or reacts poorly to criticism and suggestions. Shows resentment or loses interest following more negative feedback.	
13. Written communication	Demonstrates excellent writing skills. Remarkable written language quality.	Demonstrates good writing skills. Good written language quality.	Sometimes demonstrates lacunae in writing skill or written language quality.	Demonstrates major lacunae in writing skill and written language quality.	
14. Oral communication	Demonstrates excellent oral communication skills. Excellent spoken language quality.	Demonstrates good oral communication skills. Good spoken language quality.	Sometimes demonstrates shortcomings in oral communication ability. Needs to improve his/her spoken language quality.	Demonstrates major shortcomings in oral communication ability. Absolutely must improve his/her spoken language quality.	

Additional comments on the intern:

Thanks for your involvement with our students!