

Intern's integration after one month

(To be completed by the student's supervisor one month into the internship)

INTERNSHIPS AND JOBS SERVICES

Telephone: (514) 340-4730

E-mail: stages.emplois@polymtl.ca

**POLYTECHNIQUE
MONTREAL**

TECHNOLOGICAL
UNIVERSITY



➔ *The objective of this follow-up sheet is to give the student intern concrete feedback on his/her performance so that he/she can apply it in the new workplace, and on ways to improve, if any.*

➔ *Following discussion with the intern, please provide him/her with a copy.*

Intern's name:		Student ID:				
Company name:						
Supervisor's/Overseer's name:			Telephone (office):			
	Totally agree	Somewhat agree	Somewhat disagree	Totally disagree	NA or NO	
Up to now, the student has shown that he/she is able to:	++	+	-	--		
- handle the responsibilities of the job						
- ask questions in order to clarify the assigned mandates and tasks						
- organize him/herself by establishing priorities and schedules						
- show initiative (actions, suggestions, ideas, etc.)						
- create a network of internal contacts						
- seek help when needed						
- comply with internal rules (punctuality, attendance, etc.)						
- regularly communicate on the progress of his/her projects or tasks						
Up to now, the student has shown:	++	+	-	--		
- adequate interest in, and motivation for, his/her work						
- the ability to establish good relations with others						
- the ability to adapt to different situations						
- effectiveness in his/her communications in general						

NA : Not applicable NO : Not observed

Strengths:

Areas for improvement:

Have you discussed this evaluation with the student? Yes No, not yet

Overall assessment of the intern up to now:

Very satisfactory	Satisfactory	Acceptable	➔ Give a signed copy to the intern, who will file it into Moodle Web site
Unacceptable/Immediate action required			➔ Call 514-340-4730 to report the case to the Internships and Jobs Services

Signature:

Date: