

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
stages.emplois@polymtl.ca

**POLYTECHNIQUE
MONTREAL**
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- 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.
- 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/sg/prp/etudiants).

Intern's name:	School 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: