

Intern performance evaluation form

To be filled in by the organisation supervisor

Intern: Brenno FERREIRA RIBEIRO

Supervisor: Vincent VAN PELT

Organisation: SNELLIUM

Self-Assessment

Date:

☒ Midterm

☐ Final evaluation

Recommendations

- This form has been issued by the School of Engineering from the Université Libre de Bruxelles to allow the organisation supervisors to evaluate the intern's performances. Should you have any question, ULB internship coordinator and contact person is Cédric Boey (cedric.boey@ulb.be).
- The form has been designed to reflect the internship learning outcomes based on the expected skills and competences by employers. The form is as versatile as possible to cover various workplaces or organisations in different sectors. It is therefore possible that some indicators are not relevant for this internship. Please tick N/A 'not applicable' in this case.
- The form is primarily designed to provide feedback on job performance and related issues to assist the intern in his/her personal and professional development.
- At internship mid-term, the intern will schedule a meeting inviting the company and academic supervisors together with the ULB internship coordinator to review his/her performances so far and discuss the possible points of improvement. This meeting is based on the present form which must be priority filled in by the company supervisor and shared with the intern.
- The final evaluation of the intern takes place during the last internship week and appreciates the improvements made since the mid-term evaluation. It is based on the same form and the company supervisor is encouraged to discuss the evaluation during a scheduled one-to-one meeting with the intern.
- The final internship mark will be determined by a review committee based on 4 criteria: your evaluation (the present form), the intern's portfolio (evaluated by the academic supervisor), a reflexive summary and an interview (both evaluated by a review committee). You will be invited to attend the interview (to be scheduled during the weeks before the winter holidays) and briefly comment on your evaluation.
- The final evaluation form, duly signed by both parties, is to be sent by the intern to the ULB Internship Office (internship.EPB@ulb.be) by the 30th November to the latest.

Personal	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Maintains agreed-upon timetable, is punctual, and informs timetable changes appropriately.		X			
Prepares in advance, plans and manages resources to get tasks done and meet deadlines, follows through until projects are complete.	X				
Seeks out resources and/or asks for help if and when unsure about how to proceed on tasks.		X			
Admits to and corrects mistakes when they are made.		X			
Self-assesses his/her performances and makes efforts to adjust accordingly.			X		
Accepts and implements external feedback on his/her performance.		X			
Behaves ethically according to professional regulations or standards and shows a socially responsible practice.	X				
Comments					
.....					
.....					
Team	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Makes the appropriate efforts to be integrated into the organisation and/or project.			X		
Listens carefully to supervisors, colleagues, peers or other stakeholders and understands his/her role in the hierarchy or structure.		X			
Adapts well to emerging requests from supervisors, managers, co-workers or other stakeholders.		X			
Tailors the content of oral and written communication to the audience appropriately, makes the information available to all stakeholders relevantly.			X		
Uses negotiation methods or tools adequately and, if relevant, manages conflict situations appropriately.					X
Relates to colleagues and stakeholders with empathy and curiosity building constructive working relationships with individuals from a range of background.			X		
Demonstrates inclusiveness, sensitivity and respect for individual differences.		X			
Shows efforts to communicate in different languages as required. Languages used: <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French <input type="checkbox"/> Dutch <input type="checkbox"/> Other:	X				
Comments					
.....					
.....					
Outcomes	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Collects and organises information from diverse sources, criticises the sources to better understand the project.		X			
Analyses and interprets available data and information to make a sound judgement.		X			
Demonstrates a scientific approach in problem-solving.		X			
Takes the initiative or seeks out opportunities to look for adequate or optimal solutions.	X				
Analyses how a given task or project impacts the larger mission or purpose of the organisation.			X		
Comments					
.....					
.....					

Global evaluation:

Overall, would you say that the intern's performances were:

- ☐ Outstanding: The intern showed exceptional engagement. The intern's performances and deliverables exceeded the host organisation expectations by far.
- ☒ Very good: The intern showed a strong engagement and largely met the expectations of the host organisation. The work carried out and possible deliverables were of good quality.
- ☐ Satisfactory: The intern met the expectations of the host organisation. The work carried out and the possible deliverables have some shortcomings making the latter difficult to reuse.
- ☐ Fair: The intern has provided a fair amount of work but the deliverables have not met the host organisation expectations.
- ☐ Unsatisfactory: The intern lacked a minimal level of commitment (to be justified hereafter).

Strengths: what do you perceive are the intern's greatest strengths? If possible, please give specific examples/stories to illustrate them.

Autonomy: can find solutions and solve problem on ~~my~~ own.
Organised and Methodic: tries to apply a system to everything so the outcomes are organized and it is done with a careful method.
Engagement: I am engaged to project. I do and tend to be excited to do it.

Improvement points: what areas of growth could improve the intern's success in your field? If possible, please give specific examples.

Self-doubt: I can not make decisions on my own and doubt every little step I make. I should be more confident.
Social Skills: I prefer not to speak sometimes and this creates some social awkwardness. I should talk more and be more truly engaged to speak.

Specific goals for the second part of the internship: [Only for midterm evaluation]

First of all, finish my project well. Then, I would like to work on social skills, specially communication skills and networking. I want to be more confident and do not waste time redoing things because I thought they were not good enough.

Additional comments (if relevant):

Company supervisor's signature

Intern's signature