



Internship - Mid evaluation

Summary: This document should help you understand how the mid evaluation is done

Contents

I	General informations	2
----------	-----------------------------	----------

Chapter I

General informations

The mid-evaluation is the way for the school to make sure everything is going fine during while you're working for a company. Please note the following informations:

- This evaluation is sent halfway through your contract.
- Your referent should be getting a mail about it 2 weeks before, so that you have time to plan a meeting to complete this evaluation.
- It is heavily recommended that both the referent and the student are present during evaluation. However, if it is not possible, the referent can do it alone.
- If your referent doesn't seem to have received the evaluation, you can re-send it on your company page on the intranet (**resend evaluation**)
- Make sure that the email given when signing the contract is correct, as it will be the email used for evaluation.
- In any cases, if you are facing an unsolvable problem, you can contact the Business Relations team of your school. They will look into it.