ASSESSMENT FORM FOR STUDENT INTERNS EPITA - CLASS OF 2023

Name of intern: Company name:

Telephone: E-mail:

***Internship from to***

Assessment conducted by: Position:

Total compensation for the internship (bonuses + premiums earned during the internship): €

If you have already supervised other interns, how would you rate this individual? *(Circle the corresponding level)*

5%

in the top 10%

in the top 30% average below average

 I have never supervised interns before

OVERALL ASSESSMENT:

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ATTITUDE-BEHAVIOR (from 1: ‘very poor ’ to 6: ‘excellent ’)

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| --- | --- | --- | --- | --- | --- | --- |
| **Rapid team building skills** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Professionalism** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Level of participation** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Ability to take initiative** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Open-mindedness** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Personal organizational skills** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Comprehension and thinking skills** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Awareness of security issues** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Suitability for an engineering position** | **1** | **2** | **3** | **4** | **5** | **6** |

The overall impression of the student:

Poor Average Rather good Good Very good Excellent

/20

What score would you give this student?

If you had the possibility, would you hire this intern?  YES  NO

Date, signature and company stamp:

# ASSESSMENT OF SKILLS ACQUIRED DURING THE END-OF-STUDIES INTERNSHIP

EPITA has implemented a skills validation process for its students. In this framework, we have identified 7 skills that all students leaving our school should have acquired in addition to 11 qualifications from the competency reference guide of the French Commission for Engineering degrees (CTI). Each skill is divided into "theoretical knowledge", acquired at school and "practical hands on knowledge" that is learned at school or during work placement experience. We have identified a variety of required skills during the "end-of-studies" internship where our student is currently working with you. Please fill out the following assessment form, preferably together with the student so that he or she understands the levels of proficiency demonstrated and areas requiring improvement.

Please tick the box showing the level of proficiency that you believe our engineering student has acquired at the end of his or her internship.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Reference | **Description of skills demonstrated during this internship** | Deficient | Insufficient, needs improvement | **Meets expectations** | Strong | Excellent | Not assessable |
| **GENERAL ENGINEERING SKILLS** | | | | | | | |
| CG.03 | Good command of engineering methods and tools: identification, modeling and the resolution of problems that one may not be familiar with or are not fully defined, the use of IT tools, systems  analysis and design |  |  |  |  |  |  |
| CG.04 | Good command of testing in any given area of research and development for innovation purposes  and the ability to use tools: particularly data collection and interpretation, intellectual property |  |  |  |  |  |  |
| CG.05 | An entrepreneurial spirit and the ability to take financial issues into account, respect for quality,  productivity and competitiveness, business requirements and economic intelligence |  |  |  |  |  |  |
| CG.06 | The ability to take social and ethical issues, as well as occupational health and safety into account |  |  |  |  |  |  |
| CG.09 | The potential to enter professional life, to become an integral part of an organization, to bring energy and a dynamic attitude and help encourage change: responsibility, team spirit, commitment and leadership, coordination and project management, communication with both specialists and  non-specialists, the ability to manage an innovative company |  |  |  |  |  |  |
| CG.10 | The ability to work in an international environment: command of one or more foreign languages,  understanding cultural diversity, adaptable to international contexts |  |  |  |  |  |  |
| CG.11 | Self-knowledge, the ability to self assess and adapt personal skills (continual development and  improvement), the capacity for making professional business decisions |  |  |  |  |  |  |
| **SPECIFIC SKILLS 1: DESIGNING, DEVELOPING, TESTING, DEPLOYING AND INTEGRATING COMPLEX IT SOLUTIONS AS WELL AS CREATING ASSOCIATED DOCUMENTATION** | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Reference | **Description of skills demonstrated during this internship** | Deficient | Insufficient, needs improvement | **Meets expectations** | Strong | Excellent | Not assessable |
| CS1\_A.5.S1 | Provides expertise in solving complex technical problems and ensuring easy implementation of the  most effective architectural solutions |  |  |  |  |  |  |
| CS1\_A.6.S6 | Creates operational specifications based on defined needs |  |  |  |  |  |  |
| CS1\_B.1.S1 | Explains product design/development and communicates with internal and external clients |  |  |  |  |  |  |
| CS1\_B.4.S1 | Organizes the product deployment process and product introduction |  |  |  |  |  |  |
| CS1\_B.4.S2 | Completes beta testing and associated activities in specified applications |  |  |  |  |  |  |
| CS1\_B.5.K1 | Is familiar with the production, publishing and dissemination of professional documents |  |  |  |  |  |  |
| CS1\_B.5.K3 | Is familiar with the different technical documents required for the design, development and  deployment of products, applications and services |  |  |  |  |  |  |
| **SPECIFIC SKILLS 2: PROVIDING USER SUPPORT, ADDRESSING PROBLEMS AND DRIVING IT SOLUTIONS** | | | | | | | |
| CS2\_C.1.K3 | Trained in internal procedures for quality concerns in the company |  |  |  |  |  |  |
| CS2\_C.1.S2 | Analyzes the symptoms in order to differentiate a user error from a technical failure |  |  |  |  |  |  |
| CS2\_C.2.K1 | Familiar with the IT system's operational specifications |  |  |  |  |  |  |
| CS2\_C.2.K2 | Understanding of the technical architecture in existing IT applications |  |  |  |  |  |  |
| CS2\_C.2.K3 | Aware of the business processes and their dependence on IT solutions |  |  |  |  |  |  |
| CS2\_C.2.K4 | Trained in change management tools and techniques |  |  |  |  |  |  |
| CS2\_C.2.S3 | Analyzes the impact of operational/technical changes on users |  |  |  |  |  |  |
| CS2\_C.2.S4 | Anticipates actions required to limit the impact of changes (training, documentation…) |  |  |  |  |  |  |
| CS2\_C.4.K1 | Understands the organization's global IT infrastructure and its key components |  |  |  |  |  |  |
| CS2\_C.4.K2 | Trained in the organization's reporting procedures |  |  |  |  |  |  |
| CS2\_C.4.S3 | Able to conduct risk management audits and minimize risks |  |  |  |  |  |  |
| **SPECIFIC SKILLS 3: ADDRESSING CUSTOMER NEEDS WITH TECHNICAL SOLUTIONS** | | | | | | | |
| CS3\_A.3.K4 | Understands the company's channels that bring added value |  |  |  |  |  |  |
| CS3\_A.3.K5 | Familiar with profitability and margins |  |  |  |  |  |  |
| CS3\_A.3.S1 | Processes and identifies the elements essential to creating added value for products and solutions |  |  |  |  |  |  |
| CS3\_D.5.K1 | Understands customer needs |  |  |  |  |  |  |
| CS3\_D.5.S1 | Creates reference materials for documenting proposals |  |  |  |  |  |  |
| CS3\_D.5.S2 | Knows how to work in various disciplines with the teams that draw up proposals |  |  |  |  |  |  |
| **SPECIFIC SKILLS 4: MANAGING PROJECTS, IMPLEMENTING RISK MANAGEMENT PROCEDURES…** | | | | | | | |
| CS4\_A.4.K1 | Familiar with effective project management tasks |  |  |  |  |  |  |
| CS4\_A.4.K2 | Understands typical KPI (key performance indicators) |  |  |  |  |  |  |
| CS4\_A.4.S1 | Able to identify potential targets for products or projects |  |  |  |  |  |  |
| CS4\_A.4.S4 | Ensures the existence of and manages appropriate data collection for decision makers |  |  |  |  |  |  |
| CS4\_E.2.K3 | Aware of the company's business strategy and processes |  |  |  |  |  |  |
| CS4\_E.2.S1 | Identifies risks linked to the project and draws up mitigation plans |  |  |  |  |  |  |
| CS4\_E.2.S2 | Creates work plans for individual task assignment |  |  |  |  |  |  |
| CS4\_E.2.S3 | Communicates project information to the concerned parties: cost control, adherence to schedules,  improved quality and reduced risks… |  |  |  |  |  |  |
| CS4\_E.3.S3 | Designs and documents risk management and analysis processes |  |  |  |  |  |  |
| CS4\_E.4.K3 | Understand the sales goals of the organization |  |  |  |  |  |  |
| CS4\_E.4.K4 | Trained in resource assignment and quantitative measurement methods to meet customer  requirements |  |  |  |  |  |  |
| CS4\_E.4.S1 | Understands customer needs |  |  |  |  |  |  |
| CS4\_E.4.S5 | Able to communicate positive and negative news, preventing unpleasant surprises |  |  |  |  |  |  |
| **SPECIFIC SKILLS 6: ENSURING IT CONTROL AND MANAGING INFORMATION SECURITY** | | | | | | | |
| CS6\_E.8.K1 | Familiar with the organization's security management policy and its implications when dealing with  clients, suppliers and subcontractors |  |  |  |  |  |  |
| CS6\_E.8.K2 | Trained in best practices and standards in managing information security |  |  |  |  |  |  |
| CS6\_E.8.K3 | Awareness of critical risks in managing information security |  |  |  |  |  |  |
| CS6\_E.8.K4 | Trained in internal audits of the company's IT systems |  |  |  |  |  |  |
| CS6\_E.8.S2 | Analyzes critical business assets and identifies vulnerabilities and weaknesses to intrusions |  |  |  |  |  |  |
| CS6\_E.8.S4 | Ability to conduct security audits |  |  |  |  |  |  |
| **SPECIFIC SKILLS 7: ENSURING TECHNOLOGICAL MONITORING AND ASSISTING IN BUSINESS CHANGES** | | | | | | | |
| CS7\_A.7.K1 | Aware of emerging technologies and how they are applied in the target market |  |  |  |  |  |  |
| CS7\_A.7.S1 | Controls sources of information, continually following the most promising |  |  |  |  |  |  |
| CS7\_A.7.S4 | Able to create a proof of concept |  |  |  |  |  |  |
| CS7\_E.7.K1 | Familiar with how new IT solutions affect the business |  |  |  |  |  |  |
| CS7\_E.7.S1 | Analyzes costs and the advantages of implementing new IT solutions |  |  |  |  |  |  |
| CS7\_E.7.S3 | Designs, documents and implements procedural improvement plans |  |  |  |  |  |  |
| CS7\_E.7.S4 | Applies project management standards and tools |  |  |  |  |  |  |
| **OTHER SKILLS IDENTIFIED DURING THE INTERNSHIP THAT THE COMPANY WOULD LIKE TO HIGHLIGHT** | | | | | | | |
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