UTSEUS
上海大学中欧工程技术学院
Université de technologie
sino-européenne de Shanghai

ASSESSMENT by COMPANY TUTOR
(individual assessment)

Student Name:	Coralie BORDEY	Tutor(s) name:	Christophe MILION
Company:	ALTYOR		

Skills categories		be able to	Score from 0 - 10	Comments and advices for future improvement
Actor	1	Understand the issue	10	Comments : General understanding is good. Advice : Ensure good understanding of the context (company culture, people, country habits) to better understand the issues.
	2	Resolve the issue	7	Comments : Brainstorming well used. Lack a bit proactivity. Advice : Use more problem solving tools and method for complex issues (fishbone diagram, 5 why, impact matrix)
	3	Implement solutions	7	Comments : Did training support Advice :
	4	Check and correct	8	Comments : Some lack of oneself work check Advice : when working in a team, have your job double checked by a team member
Communication	5	Search for information	7	Comments : Didn't show deep research and analysis Advice : Dig deep into research on topic that have plenty of record. Always list your data source.
	6	Prioritize and summarize information	5	Comments : It improved along the session, was lacking at the beginning. Advice : Good communication is short and consize. The topic should be understood in a few minutes. Always include priorization to point out key points or actions. Do not synthetize too much (word file with 3 website link with no analysis or explanation).
	7	Transmit the results	4	Comments : Do not feedback regularly when not asked to. Send email with attachment and no text. Advice : Ensure regular feedback (meeting or session minutes) and plan documents review with manager when necessary.
	8	Evaluate choices	6	Comments : Proposals, lack of evaluation/priorization, Lack of preparation on presentation. Advice : Prioritize according to the context (people, budget, impact, under or outer control, complexity of implementation)
Dealing with shop-floor and/or customer relations	9	Anticipate	7	Comments : Anticipate well on training buildings and ergonomy research. Less anticipation in communication and project management tools (feedback frequency, gantt planning) Advice : With a good meeting/session minutes, can allow your manager to check priority and provide you feedback
	#	Decide	10	Comments : Advice :
	#	Organize	8	Comments : Task realization and job split was well done. Lack of planning for tutor review. Advice : Define each session planning with task and feedback/review planned in advance.
	#	Check	6	Comments : Review content and communication Advice : Do not send blank email
Relations with company management	#	Understand instructions	10	Comments : Advice :
	#	Feed back relevant information	4	Comments : Do not feedback regularly when not asked to. Send email with attachment and no text. Advice : Ensure regular feedback (meeting or session minutes) and plan documents review with manager when necessary.
	#	Propose and validate	10	Comments : Advice :
	#	Demonstrate a responsible and self-sufficient attitude	7	Comments : Some lack of involvment in the topic Advice : Point out more your work, sources and interest
Life Skills	#	Show a professional attitude	6	Comments : Provide a limited interest in the topic perception Advice : Analyze visual cues linked to customer perception on face to face meeting (body language)
	#	Meet schedules and deadlines	8	Comments : Feedback not always on same time as rest of the group Advice :
	#	Ensure the quality of written and oral reports	7	Comments : Good oral and written communication. Good english. Some lack of content. Advice : Carry deep analysis and state sources. If content is short, explain why.
	#	Demonstrate awareness of the importance of inter-personal relations	6	Comments : Seems less contributive than other of the group. Can see a bit distance to the others. Advice : Wathever colleagues you work with, accointance should not be so visible.
Result of the detailed assessment (/20)			**14**	

General comment	Good understanding of the context and the mission. Show a bit lack of interest in the mission and some lack of motivation. This is perhaps a wrong vision, but the one perceived. You should take more care about body language (facial expression) and communication written and oral. Should develop project management skills and method : planning management (Gantt), solving problem tools (fishbone, 5 why, impact matrix), action plan management, proper meeting minutes, RACI tool, brainstorming tools (mind mapping).