

EVALUATION - DOCUMENT

(Partnership Spain-Germany_2018)

Lernfeld: Marketing

Trainee Evaluation

Trainee (name, college of further education, sending organisation)	xxxx Berufsschulzentrum am Westerberg
Company (name of job instructor, supervisor, department)	xxx
Mentor (name of contact person, receiving organisation)	xxx
Vocational Qualification	Hotelfachmann/-frau
Period of internship	xxx

Tick where applicable

++	strongly agree	excellent
+	agree somewhat	good
-	disagree somewhat	fair
--	strongly disagree	sufficient
0	not observed	insufficant

		++	+	-	--	0
1.	Motivation/Attitude – The trainee...					
1.1	is able to work independently					
1.2	shows responsible behaviour					
1.3	is generally adaptable					
1.4	shows accuracy in his working					
1.5	is aware of safety requirements					
1.6	is able to apply skills					
1.7	shows initiative					
1.8	is interested in internal workplace operations					
1.9	is able to live up with agreements					
1.10	is able to take a (self-)critical view/assessment skills					
1.11	keeps time requirements					
1.12	is able to keep the correct pace					
1.13	shows appropriate attitude during work					
		++	+	-	--	0
2.	Social integration/Communication skills – The trainee...					

2.1	shows interest in customs and traditions					
2.2	interacts with colleagues/is able to work in a team					
2.3	interacts with guests					
2.4	behaves courteously, politely and spontaneously					
2.5	shows pleasure in her/his work					
2.6	is friendly and helpful					
3.	Use of language – The trainee...					
3.1	is able to be articulate in English					
3.2	understands the instructions given					
3.3	is able to pose questions on assigned tasks and can sort out communication difficulties					
3.4	is able to handle complex linguistic situations (e.g. conversation with customers, telephone calls, etc.)					
3.5	is able to write short texts: e.g. e-mails/messages					
3.6	is able to express himself/herself spontaneously and adequately					

4.	Activities or tasks – The trainee...					
4.1	is able to acknowledge MARKETING as a general concept of business approach and act accordingly					
4.2	is able to set up marketing targets					
4.3	is able to transfer theoretical contents to real business settings					
4.4	is able to priorities targets and pursue measures and tasks consequently					
4.5	is able to perform guest-related analysis					
4.6	is able to perform frequency calculations					

		++	+	-	--	0
5.	Professional skills and competences – The trainee...					
5.1	is familiar with the most common marketing means					
5.2	is familiar with the most common advertising media/promotion means					
5.3	is familiar with Microsoft word and related software					
5.4	knows the relation between sales promotion and customer loyalty					

Overall assessment:

Place, date

Signature of supervisor/stamp