

**MODEL STUDENT TRANSCRIPT - WORK PLACEMENT**  
*This Model work placement transcript (between sending institution, host enterprise and student) reflects suggested content and is not a mandatory Commission document*

**TRANSCRIPT OF WORK - EMPLOYER EVALUATION FORM** <sup>work</sup> 2012-14

**ACADEMIC YEAR 20..../20.... - FIELD OF STUDY: .....**

**Details of sending (home) institution**

Name and \_\_\_\_\_  
postal address \_\_\_\_\_  
Faculty \_\_\_\_\_ Supervisor \_\_\_\_\_  
E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

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**Details of receiving (host) enterprise**

Name and \_\_\_\_\_  
postal address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_ Fax \_\_\_\_\_

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**Details of student/trainee**

Name of student \_\_\_\_\_  
E-mail \_\_\_\_\_

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Duration of training period (months)	Start date of training	End date of training
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## Summary of placement outcomes agreed in the training agreement

Knowledge, skills and competence to be acquired

Tasks of the trainee

**Quantitative evaluation of trainee –  
according to the criteria set below, using (1 fail - 5 excellent)  
scale**

Analytic skills	1	2	3	4	5
Ability to work in intensive and dynamic	1	2	3	4	5
Overcoming difficult situations	1	2	3	4	5
Teamwork	1	2	3	4	5
Positive attitude towards work	1	2	3	4	5
Taking responsibility	1	2	3	4	5
Ability to work quickly and efficiently	1	2	3	4	5
Understanding/Management of situations	1	2	3	4	5
Use of initiative	1	2	3	4	5
Communication skills	1	2	3	4	5
Self confidence	1	2	3	4	5
Average score of achieved results:	1	2	3	4	5

### **Qualitative assessment**

1. Did the trainee perform his/her work to a satisfactory level?
2. If it was necessary, did the trainee follow advice for improving his/her performance?
3. Did the trainee adhere to the working hours and follow all internal rules, regulations and procedures?
4. Did the trainee make any progress in his/her work that was more than expected?
5. Would you hire this trainee for a regular job?
6. Would you take other students on Erasmus placements from the sending HEI?

7. Are there any recommendations you would suggest for better performance – for this individual student or for future student placements?

8. Other comments:

Overall Conclusion –

The trainee has achieved the planned training results

The trainee has not achieved the planned training results

Mentor's  
signature

Date