

Dear students,

The following letter must be filled in and transferred as soon as possible to the adult in charge of your work experience.

Thank you in advance,

Marianna YPOFANTI

WEX coordinator EEB3



Work experience – European School Brussels III

Dear Sir/Madam,

We would like to thank you for welcoming our student into your organization:

It would be very kind of you, if at the end of the work placement you could complete the attached WEX Evaluation Grid and send it back to me by post or by email.

We sincerely hope that it will be a rewarding experience for all concerned and will be undertaken in the best conditions.

Should there be a problem during the placement or if you require any further information, do not hesitate to get in touch with me (maria.ypofanti@teacher.eurasc.eu).

I look forward to hearing from you soon.

Yours faithfully,

Marianna YPOFANTI

Work experience coordinator EEB3



Work experience grid

To be sent to the address indicated below

Placement betweenof..... andof

The company or organization :

Name, First Name and Class of the pupil

Thank you in advance for returning this form and the following grid,
filled in and signed to :

**Mrs Marianna Ypofanti / WEX
European school of Brussels III
Boulevard du Triomphe, 135
1050 Brussels Belgium**

Or by mail to

maria.ypofanti@teacher.eurasc.eu

In case of emergency only, send a text message to +32473483903

EVALUATION TABLE SUPERVISOR

Name and Class of the student: _____

Name of the company / institution: _____

Date of work experience: _____

1.	General	5	4	3	2	1	0	NE
1.1	Presentation and general attitude							
1.2	Punctuality							
1.3	Ability to express him(her)self orally							
1.4	Ability to express him(her)self in writing							
1.5	Consistency of effort							
1.6	Interest shown in enterprise or organisation							

2.	Personal qualities							
2.1	First impression							
2.2	Ability to work independently							
2.3	Ability to express personal opinions							
2.4	Ability to give/take constructive criticism							
2.5	Ability for self evaluation							
2.6	Ability to correct him(her)self							
2.7	Capacity to integrate into a group							

3.	Professional aptitude							
3.1	Basic knowledge							
3.2	Ability to think for themselves							
3.3	Undertake administrative tasks							
3.4	Ability to put theoretical training into practice							
3.5	Ability to use computer skills							
3.6	Ability to inform him(her)self							

Further comments

Evaluation on a scale from 5 (excellent) to 0 (very poor) NE = No evaluation possible

(Signature)

Stamp