



## 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 us 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 us [XL-WORK-EXPERIENCE@eursc.eu](mailto:XL-WORK-EXPERIENCE@eursc.eu)

Yours faithfully,

Theodosia Antoniadou, Catherine Hodara-Micolier

Work experience coordinators EEB3



**Work experience grid EEB3**

**To be sent to the email address indicated below please.**

Placement between .....of..... and .....of .....

**The company or organisation :**

**Name, First Name and Class of the pupil :**

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

[IXL-WORK-EXPERIENCE@eursc.eu](mailto:IXL-WORK-EXPERIENCE@eursc.eu)

**Please can you give the student a copy of the evaluation grid.**

## 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							

<b>Further comments</b>

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

Signature

Stamp