**Université de Montréal**

**Faculté des Arts et des Sciences**

**M.Sc. de formation pratique – Département de géographie**

**EVALUATION OF THE STUDENT TRAINEE**

**BY THE WORKPLACE SUPERVISOR**

**Student Trainee Information:**

**Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Identification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Information:**

**Name: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title or Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Institution: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Training Period:

**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please fill out this form and return it to:**

Coordonatrice des stages, Département de géographie, Université de Montréal

C.P. 6128, Succursale Centre-ville, Montréal, QC H3C 3J7

FAX : 1-514-343-8008

Or by e-mail to [cycles-sup@geog.umontreal.ca](mailto:cycles-sup@geog.umontreal.ca)

**Was this evaluation discussed with the student? Yes No**

**An evaluation was conducted with the student not using this form.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of the Workplace Supervisor Date**

**Student Trainee’s Name: Supervisor’s Name:**

## Student Trainee Evaluation Grid

## Mark

5 Greatly exceeds my expectations. The student trainee is very competent. The team members recognize the excellence of his/her skills.

4 Exceeds expectations. My expectations were met. The competent student trainee set him/herself apart within the work team through several of his/her skills.

#### 3 Meets expectations. My expectations were satisfied overall and the student trainee’s skills meet basic standards.

2 Barely meets expectations. My expectations were just barely met. A more sustained effort and/or a higher level of professionalism would have been appreciated.

1 Does not meet expectations. The student trainee does not possess certain basic skills required to complete the work in a satisfactory manner nor demonstrates the desire to improve.

|  |  |
| --- | --- |
| **Mark** (1 to 5) | |
| **Workplace Performance** |  |
| 1. Prepares and plans his/her work; respects schedules |  |
| 2. Makes sure to fully understand the nature of his/her functions and role in the company/organization |  |
| 3. Asks for additional information concerning his/her training project or for help as needed |  |
| 4. Carries out the required tasks adequately |  |
| 5. Verifies his/her results before handing them in to his/her supervisor |  |
| Knowledge, Interest, Synthesizing and Analytical Abilities | |
| 6. Has a good understanding of the scientific implications of his/her project |  |
| 7. Gathers material, finds missing information and applies it to his/her work |  |
| 8. Initiates discussions of scientific interest |  |
| 9. Demonstrates structure and logic in his/her files |  |
| 10. Is interested in all the organization/company’s activities beyond his/her responsibilities and in understanding the nature of these activities |  |
| Attitude and Behaviour towards Work and Colleagues | |
| 11. Receives criticism, advice and the ideas of others favourably |  |
| 12. Demonstrates a sense of self-criticism |  |
| 13. Attends regularly and is punctual |  |
| 14. Adapts well to his/her environment and team members |  |
| 15. Demonstrates self-sufficiency, initiative and creativity |  |
| 16. Respects authority and the regulations in effect in the company |  |
| General | |
| 17. Were the objectives of the training period met? |  |

**What are the student trainee’s strengths (scientific, professional or behavioural)?**

**Which aspects should the student trainee pay particular attention to and improve** (scientific, professional or behavioural)?

Final Comment:

Please add any other comment deemed important in the evaluation of the student trainee.

For the entirety of the training period completed under my supervision, I assign a mark of \_\_\_% to this student and qualify the work accomplished as:

Excellent Pass

Very Good Unsatisfactory

Good