

# TRAINEE EVALUATION FORM



CMH

Name of the student .....  
Class .....  
Date .....

Name of the Company .....  
Name of the Representative .....  
Name of the Trainee's Mentor .....  
Name of the Department .....

Please evaluate how the student has answered your expectations in the following areas:

	Achieved	Met	Partially Met	Not Met
<b>Technical Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments :	.....			
<b>Guests Service</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	.....			
<b>Organization</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments :	.....			
<b>Team Spirit</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments :	.....			
<b>Efficiency (objectives)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments :	.....			
<b>Respect of standards and procedures</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments :	.....			
<b>Communication</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments :	.....			

**How would you evaluate the progress of the trainee?**

**Outstanding**     **Very good**     **Good**     **Rather slow**     **Insufficient**

Comments : .....

**The successes and strengths of the student**

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**What could the trainee do to improve and in which area?**

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**Your professional advice to the student**

Student (signature)

Date :

Mentor

Date :

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**Other**

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**Overall are you satisfied to have welcomed one of our students**

YES

NO

**Would you like to be contacted in the future for collaborations between our school and your institution?**

YES

NO

**If so, could you give us the contact of the person in charge of hiring and training in your company?**

E-mail :

Téléphone :