



vocational school for assistants for hotel and tourism management

Bad Wörishofen/Germany

 **Außenstellenleiterin**

Ute Mangrich, StDin

2022-03-08

**Trainee Assessment**

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| last name, first name of student      | date of birth      |
| **Internship from:**        **to:**       |
| internship company – please enter complete address and contact person                                    |

Mr/Ms \_                                        \_ was employed as a trainee in our company during the above-mentioned period.

The scope of duties consisted mainly of the following activities:

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 **Details of the trainee‘s performance:**

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| **Expertise: He / She …** |
| [ ]  | completed the tasks comprehensively and confidently. | [ ]  | completed the tasks above average. | [ ]  | completed the tasks as required. | [ ]  | completed the tasks. |
| [ ]  | handled all situations confidently and without difficulty. | [ ]  | worked independently. | [ ]  | generally worked independently. | [ ]  | showed uncertainties. |
| **Quality of work: He / She …**  |
| [ ]  | always worked with utmost care and accuracy. | [ ]  | always worked carefully and accurately. | [ ]  | worked carefully and accurately. | [ ]  | generally worked carefully. |
| **Commitment / Independence: He / She …**  |
| [ ]  | always showed initiative, great diligence and eagerness. | [ ]  | showed initiative and diligence. | [ ]  | always worked diligently. | [ ]  | worked according to instructions. |
| [ ]  | worked considerably more than could be expected. | [ ]  | worked more than could be expected.  | [ ]  | performed tasks according to expectations. | [ ]  | generally worked according to expectations. |
| **Comprehension: He / She …** |
| [ ]  | constantly expanded knowledge with interest. | [ ]  | was interested in the tasks. | [ ]  | thought along with the work. | [ ]  | asked in case of problems. |
| **Ability to work in a team: He / She …** |
| [ ]  | was always extremely helpful. | [ ]  | was always helpful. | [ ]  | was helpful. | [ ]  | was generally helpful. |
| [ ]  | actively promoted cooperation. | [ ]  | supported the cooperation. | [ ]  | enjoyed working with others. | [ ]  | generally worked willingly with others. |
| **Further remarks:**

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place, date signature of the internship company/ stamp