



vocational school for assistants for hotel and tourism management

Bad Wörishofen/Germany

**Außenstellenleiterin**

Ute Mangrich, StDin

2022-03-08

**Trainee Assessment**

|  |  |
| --- | --- |
| 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