



berufsfachschule
hotel- & tourismusmanagement
bad wörishofen

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:

Details of the trainee's performance:

Expertise: He / She ...

completed the tasks comprehensively and confidently.	<input type="checkbox"/> completed the tasks above average.	completed the tasks as required.	<input type="checkbox"/> completed the tasks.
handled all situations confidently and without difficulty.	<input type="checkbox"/> worked independently.	generally worked independently.	<input type="checkbox"/> showed uncertainties.

Quality of work: He / She ...

always worked with utmost care and accuracy.	<input type="checkbox"/> always worked carefully and accurately.	worked carefully and accurately.	<input type="checkbox"/> generally worked carefully.
--	--	----------------------------------	--

Commitment / Independence: He / She ...

always showed initiative, great diligence and eagerness.	<input type="checkbox"/> showed initiative and diligence.	always worked diligently.	<input type="checkbox"/> worked according to instructions.
worked considerably more than could be expected.	<input type="checkbox"/> worked more than could be expected.	performed tasks according to expectations.	<input type="checkbox"/> generally worked according to expectations.

Comprehension: He / She ...

constantly expanded knowledge with interest.	<input type="checkbox"/> was interested in the tasks.	<input type="checkbox"/> thought along with the work.	<input type="checkbox"/> asked in case of problems.
--	---	---	---

Ability to work in a team: He / She ...

<input type="checkbox"/> was always extremely helpful.	<input type="checkbox"/> was always helpful.	was helpful.	<input type="checkbox"/> was generally helpful.
<input type="checkbox"/> actively promoted cooperation.	<input type="checkbox"/> supported the cooperation.	enjoyed working with others.	<input type="checkbox"/> generally worked willingly with others.

Further remarks:

.....
place, date

.....
signature of the internship company/ stamp