PROFESSIONAL BACHELOR ELECTROMECHANICS

Evaluation form internship company mentor

STUDENT NAME	SPECIALISATION
COMPANY MENTOR NAME	**COMPANY**

Enter a score for each criterion in the corresponding range box. The total score is calculated automatically as a weighted average. **This form counts for 80% of the final internship assessment.**

CRITERION	0–2 Not present	2.1–4 Insufficient	4.1–6 Moderate	6.1–8 Good	8.1–10 Excellent
SOFT SKILLS					
1 **Personal growth** — Open to feedback, eager to learn, willing to adjust. (10%)					
2 **Teamwork and communication** — Communicates clearly with colleagues and managers, contributes constructively to the team. (10%)					
3 **Safety & sustainable working** — Respects safety rules and works with quality and environmental awareness. (10%)					
HARD SKILLS — PDCA CYCLE					
PLAN — PREPARATION & ANALYSIS					
4 **Preparation and analysis** — Consults relevant information, prepares tasks and carries out measurements or analyses with correct conclusions. (10%)					
DO — EXECUTION					
5 **Execution of technical tasks** — Carries out assigned tasks skilfully and independently in accordance with the applicable standards. (25%)					
CHECK — TESTING & EVALUATION					
6 **Testing & quality control** — Checks the result of the execution and assesses its quality. (25%)					
ACT — FOLLOW-UP & DOCUMENTATION					
7 **Documenting & reporting** — Records work carried out and findings clearly for future improvements. (10%)					

TOTAL SCORE (AUTOMATIC) Complete all fields and scores for a final result.

COMMENTS

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Assessment criteria — reference

Overview of the level descriptors per rubric (the same explanation as the hover info in the digital version), to support completing the form on paper.

1 Personal growth — Weight: 10%

0–2 NOT PRESENT	Not open to feedback. Repeats mistakes, does not adjust behaviour.
2.1–4 INSUFFICIENT	Finds it hard to accept feedback. Adjustment remains limited or superficial.
4.1–6 MODERATE	Open to feedback and adjusts when pointed out. Shows basic curiosity.
6.1–8 GOOD	Actively asks for feedback and adapts working approach. Shows genuine interest in new technology.
8.1–10 EXCELLENT	Seeks feedback independently, reflects in depth and visibly grows. Actively follows developments in the field.

2 Teamwork and communication — Weight: 10%

0–2 NOT PRESENT	Hardly communicates and does not cooperate. Information does not reach colleagues, takes no responsibility.
2.1–4 INSUFFICIENT	Communication is unclear or incomplete. Cooperates but passively, only when asked directly.
4.1–6 MODERATE	Communicates clearly and collaborates constructively. Does his/her share without prompting.
6.1–8 GOOD	Communicates smoothly and clearly. Actively contributes to the team result and takes initiative when problems arise.
8.1–10 EXCELLENT	Communicates on own initiative and professionally. Supports colleagues, takes responsibility beyond own area of tasks.

3 Safety & sustainable working — Weight: 10%

0–2 NOT PRESENT	Ignores safety rules. Poses a risk to self or others.
2.1–4 INSUFFICIENT	Knows the rules but does not apply them consistently. Lacks environmental or quality awareness.
4.1–6 MODERATE	Works safely and follows procedures. Basic attention to quality and environment present.
6.1–8 GOOD	Works consistently safely and with quality awareness. Integrates sustainability into daily working practice.
8.1–10 EXCELLENT	Acts as a role model in safety. Flags risks on own initiative and contributes to a strong safety and quality culture.

4 Preparation and analysis — Weight: 10%

0–2 NOT PRESENT	Does not prepare tasks and performs no analyses. Shows no technical knowledge.
2.1–4 INSUFFICIENT	Preparation is incomplete. Measurements or analyses are inaccurate or misinterpreted.
4.1–6 MODERATE	Prepares tasks with available information. Performs correct measurements and draws basic conclusions.
6.1–8 GOOD	Prepares tasks well in substance using targeted sources. Chooses suitable measurement methods and interprets results correctly.
8.1–10 EXCELLENT	Prepares thoroughly and anticipates bottlenecks. Analyses results critically and formulates well-founded conclusions.

5 Execution of technical tasks — Weight: 25%

0–2 NOT PRESENT	Does not perform tasks or performs them incorrectly. Needs constant supervision. Standards are not followed.
2.1–4 INSUFFICIENT	Performs simple tasks but regularly makes mistakes. Does not work independently.
4.1–6 MODERATE	Performs standard tasks correctly and independently. Follows standards and procedures.
6.1–8 GOOD	Performs tasks skilfully and efficiently. Works independently, also in less familiar situations.
8.1–10 EXCELLENT	Performs tasks at a high level, including complex ones. Recognises opportunities for improvement and takes initiative to raise quality.

6 Testing & quality control — Weight: 25%

0–2 NOT PRESENT	Does not check the result. Quality of the execution is not assessed.
2.1–4 INSUFFICIENT	Performs a superficial check. Errors or deviations are not consistently noticed.
4.1–6 MODERATE	Checks the execution against the requirements. Detects most deviations.
6.1–8 GOOD	Tests systematically and assesses quality critically. Adjusts where necessary and documents findings.
8.1–10 EXCELLENT	Tests completely and methodically. Also detects subtle deviations, links conclusions to standards and proposes improvements.

7 Documenting & reporting — Weight: 10%

0–2 NOT PRESENT	Records nothing. Documentation is absent or unusable.
2.1–4 INSUFFICIENT	Documentation is incomplete or unstructured. Findings are hard to trace.
4.1–6 MODERATE	Records completed tasks and findings clearly. Reporting is usable for the next step.
6.1–8 GOOD	Documents completely, in a structured and clear way. Reporting adds value for the team and follow-up.
8.1–10 EXCELLENT	Documents completely, in a structured and consistent way. Reporting is directly usable for future improvements or by third parties.