EV 01 Evaluation of the internship by the company

Students name: ……

Company: …….....

Supervisor's name: ……Position……

Telephone:……Email……

Students role……..Department……

Date of placement: FROM……..……TO…….....

Overall weight in portfolio 20 %

Competences					
Descriptions **He / She**	**Excellent**	**Good**	**To be improved**	**Unsatis-factory**	**Not applic-able**
follows instructions					
works effectively as a team member					
communicates effectively within the organisation					
identify and manage own roles and responsibilities, including time management					
operates computer software					
works effectively to meet company's standards and procedures					
show initiative					
is realistic about what is achievable within the job role					

Student`s behaviour					
Descriptions	**Excellent**	**Good**	**To be improved**	**Unsatis-factory**	
Appearance					
Adaptability					
Punctuality and attendance					
Receptiveness					
Character and sociability					
Dynamism and drive					
Open mindedness					

Any other comments:

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Competence area 2: Ensuring the process of purchasing					
Descriptions He / She	Proficiency category				Not applic-able
	I Excellent	II Good	III To be improve	IV Unsatisfac-tory	
can use the company's database to find standard information about suppliers and orders					
can find necessary information about known suppliers in the company's database					
can compile information for an order with a known supplier, with given products, terms and conditions					
can fill out the company's standard forms and purchasing paperwork					
can provide information to his/her colleagues regarding an order					
can provide necessary and correct information to the supplier					
can carry out a regional market analysis to find new suppliers for a given demand					
can request quotations from sellers					
can compare offers regarding price, product quality and distribution conditions					
can negotiate conditions within a given framework					
can compile necessary information for the supplier					
can monitor an ongoing purchase process with the help of the company' s ERP system					
Competence area 6: Observing and analysing foreign markets and foreign contexts					
can look for data within the company about the current market position of the company					
can find indicators for developments within the company's data					
can collect key data of the company's sellers / buyers					
can use research tools to acquire necessary information					
can use software to prepare data and information					

can compile a report / presentation about market players, market structure and development from the perspective of the company					
can collect key data regarding market structure in foreign markets					
can conduct an external analysis (benchmark, competitor analysis, etc)					
can research trends and developments in foreign markets					
can link company's data with external market data					
can compile a SWOT-Analysis					
can plan measures to obtain and develop the market position of the company					

Any other comments:

Would you welcome another student in the future YES / NO

Supervisors signature……..Date……