



2.2.3

Evaluation System & Rubric

Trainer Experience Evaluation

(English)



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Job Ready – Traineeships
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TRAINER EVALUATION OF THE TRAINEE PE INTERNSHIP EXPERIENCE



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TRAINER EVALUATION OF THE TRAINEE PE INTERNSHIP EXPERIENCE

To be completed by trainer - Entry and Exit evaluation of soft skills

Give a result from 1 to 4 to the following trainee qualities (1 Needs Improvement; 2 Sufficient; 3 Good; 4 Excellent)

TRAINEE			
DATE (DD/MM/YYYY)			
SOFT SKILLS	Key Competence	DESCRIPTOR	RESULT
Self-confidence, self-awareness and self-esteem	Personal and social competence Entrepreneurial competence	The trainee is aware of his/her own abilities; tackles new and challenging tasks; recognizes his/her limitations; expresses goals; takes advice.	
Motivation, perseverance, and resilience	Functional literacy Personal and social competence Entrepreneurial competence	Shows constant interest and pursues goals even in case of difficulty.	
Reliability, accuracy and organisation	Functional literacy Entrepreneurial competence	Plans his/her work; takes care of the materials; respects delivery times; recognizes priorities and urgencies.	
Communication	Functional literacy Multilingual competence Personal and social competence Citizenship values Entrepreneurial competence	Introduces him/herself in an adequate and polite way; understands information related to the task; adequately expresses technical or general contents in various ways (written, oral, multimedia, ...).	
Digital communication	STEM skills Digital competence	Uses digital, web and social tools consciously and safely.	

Collaboration and participation	Functional literacy Personal and social competence Citizenship values	Works actively in a group; offers, asks and accepts help; listens to and compares with others with respect; actively collaborates; shares ideas and knowledge.	
Curiosity, creativity and resourcefulness	STEM skills Personal and social competence Entrepreneurial competence Cultural awareness	Adapts to changes; is open to new ideas and solutions; acts to make things better; seeks innovative solutions.	
Critical and strategic thinking and problem solving	STEM skills Entrepreneurial competence	Addresses the problems and analyses them; seeks solutions to the unexpected problems; has a strategic vision of the situation.	
Leadership, responsibility and autonomy	Entrepreneurial competence	Makes decisions; negotiates solutions and agreements; takes the responsibilities; helps the others; coordinates and organises the work of the group.	
Emotional stability	Personal and social competence	Reacts calmly to provocations; tries to minimise conflicts; knows how to mediate; favours the own and others' well-being.	
Tolerance, altruism, empathy and respect	Multilingual competence Citizenship values Cultural awareness	Recognizes, accepts and values diversity; treats all people with respect; knows how to listen to others and welcomes their points of view.	
Environmental and social sensitivity	Digital competence Citizenship values Entrepreneurial competence	Can indicate examples of ethical behaviour (also for digital contents); is interested and acts in respect of the environment; uses resources responsibly.	
RESULT			

The same evaluation should be carried out at the end of the internship to detect any changes, and therefore the impact of the experience on the trainee.