



# EV 01 WORK PLACEMENT EMPLOYER ASSESSMENT / FEEDBACK SHEET

Students name: .....

Company: .....

Supervisor's name: .....Position.....

Telephone:.....Email.....

Students role.....Department.....

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

Overall weight in portfolio 20 %

	<b>Competence</b>	<b>Excel- lent</b>	<b>good</b>	<b>to be improv ed</b>	<b>Unsatis- factory</b>	<b>Not applic- able</b>
2	Follows instructions					
3	Works effectively as a team member					
4	Communicates effectively within the organisation					
5	Identify and manage own roles and responsibilities, including time management					
9	Operates computer software					
10	Works effectively to meet company's standards and procedures					
12	Show initiative					
13	Is realistic about what is achievable within the job role					
	<b>Student's Behaviour</b>	<b>Excel- lent</b>	<b>good</b>	<b>to be improv ed</b>	<b>Unsatis- factory</b>	
	Appearance					
	Adaptability					
	Punctuality and attendance					
	Receptiveness					
	Character and sociability					
	Dynamism and drive					
	Open mindedness					

Any other comments:

Competence area: Ensuring process of purchase					
Descriptions  He / She	Proficiency category				Not applicable
	I Excel- lent	II good	III To be improv e	IV Un- satis- fac- tory	
Can extract and process standard information from the companies database using the company procedure					
Can communicate effectively internal and externally regarding orders					
can carry out a regional market analysis to find new suppliers for a given demand					
can request quotations					
can compare offers regarding price, product quality and distribution conditions					
can negotiate conditions within a given framework					
can compile the necessary information for the supplier					
can monitor an ongoing purchase process with the help of the company' s ERP / information-system					
Competence area: Observing and analysing foreign markets and foreign contexts					
can look for data within the company about the current market position of the company and find indicators for developments					
can collect key data of the company's sellers / buyers and markets					
can use research tools and software to acquire necessary information					
can compile a report / presentation about market players, market structure and development from the perspective of the company					
can conduct an external analysis (benchmark, competitor analysis, etc) and link it to company's date (e.g. 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.....