

## 2- Internship Evaluation Form

The following form has to be filled and sent, together with the Internship Report, by one month (30 days) from the ending of the internship. All the documents have to be sent to the following email address: [tirocinicurriculari@luiss.it](mailto:tirocinicurriculari@luiss.it), specifying, in the object, the University Identification Number and the surname (**Identification number\_surname**), using personal university email address ([identification number@luiss.it](mailto:identification number@luiss.it)).

### A. Integrations/Changes to the “Internship Information” form

The following matrix has to be filled only in case of any integrations or changes to the “Internship Information” form, which have been communicated to the student before the beginning of the internship.

Internship Information	
Working function	
Office/Department	
Headquarters	
Starting date	
Ending date	
Working hours	
Total amount of hours	
Description (includes all the activities carried out during the internship)	

### B. Final evaluation – to be filled by company’s/institution’s Tutor

Evaluation criteria (1=unsatisfied; 5=completely satisfied)						
Problem-Solving Skills						
	1	2	3	4	5	N/A
Ability to draw together	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to propose possible solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decision-making skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Ability to implement solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Analytical Skills</b>						
	1	2	3	4	5	N/A
Relevant theoretical knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficient use of theoretical tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to functionally elaborate data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ability to adapt to the working environment</b>						
	1	2	3	4	5	N/A
Relational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to adapt to Company's/Institutions principles and values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team-work skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Predisposition to innovation and change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to adapt to the working environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Management Skills</b>						
	1	2	3	4	5	N/A
Organizational skills, prioritization, ability to meet the deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to take initiative and work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to accept and assume/research for responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to accept criticism and learn from mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability of effective communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall rating						
Accomplishment	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	
Overall rating	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	
Which suggestions would you give to LUISS's students?						
Based on intern's activity, would you consider selecting other LUISS's students?	Sì <input type="radio"/>		NO <input type="radio"/>			
Final report						
Internship Report	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	N/A <input type="radio"/>

The hosting company's/institution's tutor hereby certifies that the above result is the independent opinion on the realized internship.

Person in charge of the internship for the Hosting company/institution (company tutor)	
Notes	
Date	Place
Tutor's signature and company's stamp *	

\*The signature and the stamp can be electronic.