

Traineeship Evaluation Form

Dear STEP trainee;

In order to make sure that STEP is running in the most efficient way and to provide individual trainees and employers the best possible service we need your opinion. Please fill in this Traineeship Evaluation Form and return it to ELSA **within 4 weeks** after your traineeship ends **in order to receive your STEP Certificate**.

Information about the Trainee

Name

Surname

Address

Phone

Fax

Country

E-Mail

Date of Birth

Local Group

Gender

☐

Male

☐

Female

Information about the Organisation/Traineeship

Name

Department

Contact Person

Start Date

End Date

General Questions

How were you accommodated?

- | | |
|---|---|
| <input type="checkbox"/> on my own | <input type="checkbox"/> in a shared apartment with another trainee |
| <input type="checkbox"/> in a host family | <input type="checkbox"/> in a youth hostel |
| <input type="checkbox"/> on a campus | <input type="checkbox"/> other <input type="text"/> |

Did the Local ELSA Group arranged your accommodation?

☐ Yes ☐ No

Were you picked up from the airport/train station by ELSA?

☐ Yes ☐ No

Has the ELSA Group introduced to the company?

☐ Yes ☐ No

How did you get information about possible traineeships?

- | | |
|---|---|
| <input type="checkbox"/> from my Local/National VP STEP | <input type="checkbox"/> by ELSA Mailing-Lists |
| <input type="checkbox"/> on the ELSA Website | <input type="checkbox"/> via social media |
| <input type="checkbox"/> through a friend/colleague | <input type="checkbox"/> other <input type="text"/> |

Satisfaction with the Traineeship

In the following parts please use the scale from 1 to 5 to describe your opinions while 1 is the lowest and 5 is the highest grade:

The traineeship fulfilled the traineeship description adequately:

I got proper orientation into my workplace:

My traineeship provided challenging and rewarding work:

I received regular feedback from my supervisor:

ELSA provided me with sufficient assistance while performing my job at the host institution:

How would you describe the working environment in your office? Are you satisfied with the work you were allocated?

Please specify what you found difficult about the traineeship.

Please specify the tasks you were allocated during the traineeship. (This information is necessary for the STEP Certificate)

Involvement of the Hosting Local Group

I received sufficient information about the traineeship and the employing organisation by the hosting Group about visa, accomodation, bureaucracy affairs... etc.:

☐ Yes ☐ No

I was informed about social events:

☐ Yes ☐ No

Reception events with the local group were frequent:

☐ Yes ☐ No

I had good relations with the local group:

☐ Yes ☐ No

I received enough country/cultural orientation by the local group:

☐ Yes ☐ No

How would you rate your overall satisfaction with ELSA during your traineeship?

Please give us your true opinion on ELSA hosting organization: did you get all necessary information (e.g. travel arrangements, prices, reception events... etc.) from hosting ELSA Group before and upon your arrival? Indicate what could have been better.

Additional Comments

Please state your final comments about this traineeship:

- ☐ This part below may be published in ELSA documents and brochures. If you do not wish ELSA to quote, please tick this box.