

Evaluation Form

Dear STEP employer;

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 Evaluation Form and return it to ELSA.

Information about the Company/Organisation

Name

Country

Address

Phone

Fax

E-Mail

Website

Contact Person

Information about the Trainee

Name

Nationality

Start Date

End Date

General Questions

How did you find out about the Student Trainee Exchange Programme?

- | | |
|--|--|
| <input type="checkbox"/> ELSA Representative | <input type="checkbox"/> Advertisement |
| <input type="checkbox"/> Colleague Referral | where |
| <input type="checkbox"/> ELSA Alumni | |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Other |

Company's/Organisation's Satisfaction with ELSA

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

ELSA gives a clear explanation of the Student Trainee Exchange Programme's administrative process ?

ELSA is performing a consistent communication?

ELSA delivers the applications in time?

Company's/Organisation's Satisfaction with the Trainee

The trainee had an accurate academic background:

The trainee had the specified language skills:

The trainee worked in a professional way:

The trainee was reliable and punctual:

The trainee was able to work well with other employees:

The trainee met the traineeship requirements stated in the Traineeship Form:

Overall Experience with ELSA's Student Trainee Exchange Programme

What was your motivation for participating in the Student Trainee Exchange Programme?

- I want to support ELSA and its aims.
- I want to have short term qualified trainees.
- The trainee increases the cultural awareness and diversity in the company.
- The trainee provides me connections with foreign companies.
- The trainee might be a potential employer or partner in the future.
- other

Would you like to have an ELSA-Trainee again?

If yes, when would you like us to contact you again?

How could ELSA improve its Student Trainee Exchange Programme?

Additional Comments

Please write any comments that you may have about your experience and your satisfaction with ELSA's Student Trainee Exchange Programme.