



## PLACEMENT PROGRAMME

### Conformation Letter Of Mentor In The Organisation

#### 1. DETAILS OF STUDENT AND PLACEMENT PROGRAMME

Family Name and Name: _____	Student's ID: _____
Address: _____	
Mobile: _____	e-mail: _____
Duration Of The Training <b>From:</b> _____	<b>To:</b> _____
Main Tasks Of The Trainee: _____	

#### 2. EVALUATION SHEET - A

Name Of The Organisation: _____	
Family Name and Name of the mentor: _____	
Phone: _____	e-mail: _____

#### Please, consider contents/nature of student's work:

	Good	Sufficient	Bad
<b>1. Student knows the operation of the organisation:</b>			
- legal aspect	Good	Sufficient	Bad
- financial aspect	Good	Sufficient	Bad
- organisational aspect	Good	Sufficient	Bad
- HRM aspect	Good	Sufficient	Bad
<b>2.a Student's Personality (honesty, orderliness, preciseness...)</b>	Shows	Needs warning	Doesn't show
<b>2.b Sociality in relation to colleagues: is polite, cooperative, communicative...)</b>	Shows	Needs warning	Doesn't show
<b>2.c Relations to customers</b>	Shows	Needs warning	Doesn't show
<b>2.č Social Responsibility</b>	Shows	Needs warning	Doesn't show

**3. Preparation Of The Training Programme Paper**

- Comply with the mentor's guidance	Considers	Partially considers	Ignores
- Initiative and creativity	Considers	Partially considers	Ignores
- Ability to search data	Considers	Partially considers	Ignores
- Ability to use and interpret data	Considers	Partially considers	Ignores

**4. Other data about student's work**

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Date: \_\_\_\_\_

Signature of mentor in the organisation : \_\_\_\_\_

Stamp