

Placement Mentor Assessment Form

Faculty of Humanities, VU University Amsterdam

This form is to be completed by the placement mentor after the final interview with the student. The student must submit this form to the placement supervisor together with the placement report.

Organization providing the placement: _____

Placement mentor: _____

Position/department: _____

Address: _____

Telephone: _____

E-mail: _____

Name of student: _____

Placement period: _____

Placement assignment: _____

Result of the placement

	--	-	-/+	+	++
Quality of the result	0	0	0	0	0
Method/process applied	0	0	0	0	0
Trainee's knowledge level	0	0	0	0	0

Knowledge and skills

	--	-	-/+	+	++
Accuracy	0	0	0	0	0
Theoretical insight	0	0	0	0	0
Practical insight	0	0	0	0	0
Application of knowledge	0	0	0	0	0
Targeted collection, interpretation and processing of information	0	0	0	0	0
Linguistic knowledge	0	0	0	0	0
Verbal communication	0	0	0	0	0
Written communication	0	0	0	0	0

Key competencies

	--	-	-/+	+	++
Demonstrating initiative	0	0	0	0	0
Independence	0	0	0	0	0
Capacity to work collaboratively	0	0	0	0	0
Problem-solving capacity	0	0	0	0	0
Ability to handle stress	0	0	0	0	0
Planning and organization	0	0	0	0	0
Creativity and resourcefulness	0	0	0	0	0

Performance in the organization

	--	-	-/+	+	++
Drawing up and discussing placement plan	0	0	0	0	0
Discipline and effort	0	0	0	0	0
Supervisor/trainee interaction	0	0	0	0	0
Collaboration between student and colleagues	0	0	0	0	0
Requesting feedback	0	0	0	0	0
Incorporating feedback	0	0	0	0	0
Work pace	0	0	0	0	0
Adjustment to new situation	0	0	0	0	0
Interest in own activities	0	0	0	0	0
Interest in other organizational activities	0	0	0	0	0

Concluding remarks

In your opinion, has your organization/department been described correctly in the final report?

In your opinion, is the placement process reflected accurately in the final report?

In your opinion, did the trainee develop during the placement and, if so, with regard to what areas/skills?

Do you consider the student suited to the type of work in your organization to which the placement related?

Would you be willing to offer a work placement to a student of the Faculty of Humanities again in the future?

Would you like to consult further with the placement supervisor regarding this or a future work placement?