Host company of pre-vocational

Report of the pre-vocational traineeship

Note for the pre-vocational trainee:
Give a copy of this sheet to the coordinator on the first day of the pre-vocational traineeship!

At the end of the pre-vocational traineeship, the coordinators and the trainee should discuss their experiences by including the parents if possible. The observations from the pre-vocational traineeship can be recorded on this evaluation form. It should be handed over to the trainee, ideally during the interview. Not only praise but also critical remarks can be helpful for learners in their further effort to find an apprenticeship.

Name of pre-vocational trainee

Date of birth

Company

pre-vocational traineeship coordinator

Pre-vocational traineeship from - to

In the occupation of

How were the tasks understood, approached and carried out?	++	+	+/-	–	– –	
very independently	◯	◯	◯	◯	◯	needed a lot of support
very carefully	◯	◯	◯	◯	◯	very carelessly
very quickly	◯	◯	◯	◯	◯	very slowly
very skillfully	◯	◯	◯	◯	◯	very clumsily

Reasons, comments:

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How do you perceive his/her personality?	++	+	+/-	–	– –	
very open	◯	◯	◯	◯	◯	very closed
very self-confident	◯	◯	◯	◯	◯	very insecure
very helpful, cooperative	◯	◯	◯	◯	◯	not helpful, uncooperative
very polite, courteous	◯	◯	◯	◯	◯	very brash, inconsiderate
very reliable	◯	◯	◯	◯	◯	very unreliable

Reasons, comments:

How would you rate his/her interest in and suitability for the occupation?	++	+	+/-	–	– –	
very interested	◯	◯	◯	◯	◯	not very interested
very suitable	◯	◯	◯	◯	◯	unsuitable

Reasons:

Additional remarks and observations (also from other employees/)

Was the report discussed with the pre-vocational trainee? ⊗ yes ◯ no

Issued by:

Place, date:

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