

KEY COMPETENCIES FOR FOSTERING BETTER INTERNATIONAL UNDERSTANDING AND EMPLOYABILITY

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Gefördert durch



Erasmus+
Schulbildung



Holstentor-Gemeinschaftsschule
Lübeck <http://holstentor-gemeinschaftsschule.de>



Gymnasio
Megala Kalyvia-Trikala
www.gym-m-kalyv.tri.sch.gr



Kauno Maironio
universitetine gimnazija
www.kmug.lt



Szkoly Okretowe i Ogolnoksztalcac
CONRADINUM Gdansk
www.conradinum.pl

Questionnaire to assess the level of project outcome [version 09 20180104 1905 TRAINEES questionnaire by COMPANY.docx]

country	type of Institution	name of institution (Abbreviation)	function	sex f/m	age year of birth	last name	first name	personnel data protect code	day and date of today
	Company		Instructor						

Researcher indicates day and country and notes date and location of the vocational experience:

First day / last day: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Duration: [dd.mm.yyyy]:

Daily periods approximately: [hh:minmin - hh:minmin]:

TRAINING PROVIDER:

City: Lübeck; Country: DE, GR, LT, PL

SUPERVISOR'S NAME: _____

This survey is for a companies' instructor to check the effect of an International Vocational Experience Exchange

TRAINEE'S PERFORMANCE APPRAISAL FORM

TRAINEE'S NAME: _____

TRAINEE'S POSITION TITLE: _____

Rating Scale

- 01 – 02 Unsatisfactory or Poor Performance – Performance does not meet the required standard. Major improvements needed.
- 03 – 05 Fair Performance – Performance partially meets the required standard. Less than satisfactory, could be doing better.
- 06 – 08 Good or Average Performance – Performance has met the required standard. Can perform duties with minimal supervision.
- 09 – 10 Very Good or Outstanding Performance - Performance exceeds the required standard.

TEAM WORK

1. consistently works with others to accomplish goals and tasks

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

2. treats all team members in a respectful courteous manner

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

3. actively participates in activities and assigned tasks as required

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

4. is willing to work with team members to improve team collaboration on a continuous basis

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

5. considers the feedback and views of team members when completing an assigned task

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

COMMUNICATION

1. actively listens to supervisor and/or co-workers

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

2. comprehends written and oral information

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

3. delivers accurate information successfully both written and orally

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

4. provides feedback as required reliably, both internally and externally

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

ATTENDANCE & PUNCTUALITY

1. is punctual on a regular basis

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

2. maintains a good attendance

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

3. informs supervisor in a timely manner when absenteeism and lateness may occur

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

PRODUCTIVITY/RESILIENCE

1. consistently delivers quality results

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

2. is able to meet deadlines and manages time well

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

3. ability to prioritize

(ability to work around problems and obstacles in a stressful situation in order to achieve the required task)

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

5. is managing time efficiently

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

6. informs supervisor efficiently of any challenges or barriers relevant to given task or assignment

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

ATTITUDE

1. offers assistance willingly

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

2. shows sensitivity to and consideration for other's feelings

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

3. accepts constructive criticism positively

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

4. shows pride in work

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

PROFESSIONALISM

1. respects those in authority

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

2. uses all tools, equipment and machines responsibly

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

3. physical appearance is appropriate with the work environment

poor		partially			adequate			exceeding	
<input type="radio"/> 01	<input type="radio"/> 02	<input type="radio"/> 03	<input type="radio"/> 04	<input type="radio"/> 05	<input type="radio"/> 06	<input type="radio"/> 07	<input type="radio"/> 08	<input type="radio"/> 09	<input type="radio"/> 10

