



SVEUČILIŠTE  
U ZADRU  
UNIVERSITY  
OF ZADAR

URED ZA MEĐUNARODNU SURADNJU  
INTERNATIONAL RELATIONS OFFICE  
Mibovila Paulinovića 1  
23000 Zadar, Hrvatska / Croatia

t: +385 23 200 642  
f: +385 23 316 882  
URL: <http://www.unizd.hr>  
E-MAIL: IRO\_UNIZD@unizd.hr

## ECTS – European Credit Transfer System *Transcript of Work/Employer Evaluation Form*

<b>NAME OF SENDING (HOME) INSTITUTION:</b>		
Department of		
Mail address, town and country:		
Supervisor/ECTS coordinator:		
Tel.:	Fax:	E-mail:

<b>NAME OF STUDENT/TRAINEE:</b>			
Date and place of birth:		Sex:	
Matriculation date:		Matriculation No.:	
Year of study:		Study programme(s):	
Subject area of training:		Start date of training:	
Final date of training:		Duration in months:	

<b>NAME OF RECEIVING INSTITUTION:</b>		
Faculty / Department of		
Mail address, town and country:		
Supervisor/mentor:		
Tel.:	Fax:	E-mail:

### QUANTITATIVE EVALUATION OF TRAINEE – according to the criteria set below, using (1 fail - 5 excellent) scale

	1	2	3	4	5
Analytic skills	1	2	3	4	5
Ability to work in intensive and dynamic environment	1	2	3	4	5
Overcoming difficult situations	1	2	3	4	5
Operation with information sources, materials and documents	1	2	3	4	5
Teamwork	1	2	3	4	5

Positive attitude towards work	1	2	3	4	5
Taking responsibility	1	2	3	4	5
Ability to work quickly and efficiently	1	2	3	4	5
Understanding/Management of situations	1	2	3	4	5
Initativeness	1	2	3	4	5
Communication skills	1	2	3	4	5
Self confidence	1	2	3	4	5
Loyalty and confidentiality	1	2	3	4	5
<b>AVERAGE SCORE OF ACHIEVED RESULTS:</b>	1	2	3	4	5

**QUALITATIVE ASSESSMENT – Questions & Answers:**

1. Did the trainee follow the advices for improving the performance of his/her work?
2. Did the trainee perform properly his/her work?
3. Did the trainee adhere to the working hours and did he/she follow the internal enterprise regulations?
4. Did the trainee make any progress in his/her work?
5. Would you hire the trainee for regular job?
6. Would you hire some other students from (sending HEI)?
7. Recommendations for better performance:
8. Other comments:
Conclusion:
The trainee <input type="checkbox"/> has achieved / <input type="checkbox"/> has not achieved the planned training results

Mentor's signature: \_\_\_\_\_

Date and place \_\_\_\_\_