TED UNIVERSITY	TRAINEE EVALUATION FORM EYS.BA.FR.017-ENG

This form must be filled in by the person in charge/advisor of the student whose name is mentioned in the *Summer Practice Approval Form*. Outputs of this questionnaire are to be used for the assessment of the trainee for their success in the summer practice as well as for continuous improvement of the educational program of TEDU Department of Business Administration. It is essential for the evaluation that you fill in this form personally and submit it to the *Trainee Coordinators*[1] a signed, stamped and sealed envelope.

Please use the following scale when evaluating the trainee: *1- Very poor, 2-Poor, 3-Average, 4-Good, 5-Very Good.* You can print *N/A* for the inapplicable issues or the questions you are not able to provide an answer. Thank you in advance for your cooperation and contribution.

STUDENT INFORMATION					
Name-Surname					
Starting Date of the Internship		Ending Date of the Internship		Duration (Workdays)	
Assigned Unit					
Is the internship related to the Sustainable Development Goals? If any, please explain	☐ 1. No Poverty ☐ 2. Zero Hunger ☐ 3. Good Health & Well-Being ☐ 4. Quality Education ☐ 5. Gender Equality ☐ 6. Clean Water and Sanitation ☐ 7. Affordable & Clean Energy ☐ 8. Decent Work & Economic Growth ☐ 9. Industry, Innovation & Infrastructure		☐ 10. Reduced Inequalities ☐ 11. Sustainable Cities and Communities ☐ 12. Responsible Consumption & Production ☐ 13. Climate Action ☐ 14. Life below Water ☐ 15. Life on Land ☐ 16. Peace, Justice & Strong Institutions ☐ 17. Partnerships for the Goals		

SECTION 1- EVALUATION OF THE TRAINEE					
	1	**2**	**3**	**4**	**5**
Success in accomplishing professional tasks assigned to the trainee					
Success in assuming professional and ethical responsibility					
Adaptation to work					
Aptitude for teamwork					
General success during internship					
(IF ANY) Additional Comments About Trainee:					

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SECTION 2- EVALUATION OF TRAINEE'S PERSONAL ABILITIES

As compared to the peers of the trainee throughout Turkey, those educated in the same period and in the same department

	N/A	1	2	3	4	5
Demonstrate knowledge of major concepts, theories and applications in the area of business administration.						
Manage the business decision-making process by using quantitative and qualitative tools and information technology.						
Evaluate how economic, legal, political, social, technical and competitive forces (local, regional, global) impact business practice.						
Use the English language proficiently in knowledge sharing and professional communication.						
Develop quality documents and make presentations that exhibit competence in content, organization and clarity.						
Articulate ways to turn situations and problems into business or personal opportunities.						
Formulate solutions to complex problems individually and in interdisciplinary teams, using creative thinking, team building and leadership skills.						
Identify ethical issues in business administration and implement social, scientific and professional codes of ethical conduct.						
Recognize and appreciate different cultures and respect individual and cultural differences.						
Engage in lifelong learning and enrich personal, social, professional development by exploring interests in diverse disciplines						
Practice good working habits, time management, and self-discipline.						

SECTION 3. EMPLOYMENT EXPECTATION

Assuming that you have a vacant position, would you recruit an employee graduated from TED University?	□ Yes □ No

AUTHORIZED PERSON WHO FILLED IN THE FORM

Date /Name-Surname/Stamp/Signature

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