# Transcript of Work

…………………………..……….(name of the student) has carried out a practical placement at our organization

Name company:..........................................................................................................................................

Address:......................................................................................................................................................

Country:......................................................................................................................................................

The placement took place from.....................................and ended at ........................................................

His/her tasks were:.....................................................................................................................................

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| **A. Placement/Assignment** | Mark: from 0 to 5 |
| 1. Applicability of knowledge and results to the  needs of the organisation |  |
| 2. Method of working while performing the  assignment |  |
| 3. Results |  |
| **B. Attitude towards work** |  |
| 1. Initiative |  |
| 2. Responsibility |  |
| 3. Involvement |  |
| **C. Social skills** |  |
| 1. Contact with staff members |  |
| 2. Contact with executives |  |
| 3. Adaptation to organizational rules |  |
| 4. Capacity to integrate with organization and  foreign cultures |  |
| **D. Personal qualities** |  |
| 1. Flexibility |  |
| 2. Creativity |  |
| 3. Handling work pressure |  |
| 4. Willingness to revise own work or attitude |  |

Organisation:.......................................................... Date and Place:...........................................................

Name and function:..................................................................................................................................... Signature:....................................................................................................................................................