



ERIFO - Ente per la ricerca e la formazione

MONITORING

Internship trend in the workplace

Interview Questions

CORPORATE TUTORS

1. Evaluation of the workplace integration of the trainee;
2. Evaluation of the professional performance of the trainee;
3. Adequacy and correspondence of incoming skills with respect to the assigned tasks;
4. Any critical issues that have emerged and any corrective actions taken or to be taken;
5. The added value of the trainee's presence in the company;

TRAINEES

1. Evaluation of the workplace integration;
2. Adequacy and correspondence of the assigned tasks with respect to expectations;
3. Congruence of assigned tasks with respect to incoming skills;
4. Adequacy of times / workloads with respect to the training project;
5. Regularity of the payment of the reimbursement of expenses;
6. Any critical issues that emerged in the workplace.



Monthly Survey Sheet of the In-Company Tutor's Satisfaction Level

Business tutor: _____

Company: _____

Months: _____

Relational area

Do you think that the trainee has actively participated in the learning/work context?

- Yes, very much
- Enough
- Little
- No, not at all

Do you think that the trainee has integrated into the learning context?

- Yes, absolutely
- Enough
- A little
- No, not at all

How do you evaluate the relationship established between you and the trainee?

- Very satisfied
- Quite satisfied
- Not satisfied
- Not at all satisfied

How do you evaluate the relationship established between the trainee and the colleagues with whom he/she work most frequently?

- Very satisfied
- Quite satisfied
- Not satisfied
- Not at all satisfied

Content area

Do you think that the activities carried out by the trainee were in accordance with the training project?

- Fully compliant
- Quite compliant
- Not compliant
- Not at all compliant

In this month of activity, to what extent do you think that the trainee has increased their skills compared to the knowledge and skills specified in the training project?

- A lot
- Enough
- Little
- Not at all

In this month of activity, to what extent do you think the trainee has shown himself to be autonomous with respect to the assigned tasks?

- Poor
- Fair
- Good
- Very good

For this month of activity, to what extent are you satisfied with the work of the trainee?

- Very satisfied
- Satisfied
- Dissatisfied
- Very dissatisfied

With reference to the last month of activity, to what extent do you consider the following critical dimensions for the purposes of learning by the trainee?

(1 - no criticality - 5 maximum criticality).

Specify one answer for each line.

	1	2	3	4	5
Theoretical / practical knowledge					
Cognitive skills					
Relational skills					
Language skills					



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Internship Satisfaction Level Monthly Survey Sheet

Intern name: _____ Company: _____

Months: _____

Relational area

Do you think you have actively participated in the learning / work context?

- Yes, very much
- Enough
- Little
- No, not at all

Do you think you have integrated into the learning / work context?

- Yes, absolutely
- Enough
- A little
- No, not at all

How do you evaluate the relationship that has been established between you and the company tutor?

- Very satisfied
- Quite satisfied
- Not satisfied
- Not at all satisfied

How do you evaluate the relationship that has been established between you and the colleagues you work with most frequently?

- Very satisfied
- Quite satisfied
- Not satisfied
- Not at all satisfied

Content area

Based on the experience gained in this month, do you think that the activities carried out are congruous with respect to the training project?

- Fully compliant
- Quite compliant
- Not compliant
- Not at all compliant

In this month of activity, to what extent do you think your skills have increased compared to the knowledge and skills specified in the training project?

- A lot
- Enough
- Little
- Not at all

For this month of activity, to what extent do you feel satisfied with your performance in the company?

- Poor
- Fair
- Good
- Very good

With reference to the last month of activity, to what extent do you consider the following critical dimensions for learning purposes?

(1 - no criticality - 5 maximum criticality).

Specify one answer for each line.

	1	2	3	4	5
Theoretical / practical knowledge					
Cognitive skills					
Relational skills					
Language skills					

Have you received your expense reimbursement on a regular basis?

- Yes, regular
- No, not regular