

Internship evaluation - 4th year -BBA INSEEC

This assessment is to be completed by the Tutor in collaboration with the student

Le stagiaire
Last name, First name : BLETHON, CHARLES Program attended: Position held: GROUPS BILLING ASSISTANT
Le tuteur
Last name, First name : GALLEGO, MARTA Position: GROUPS BILLING SUPERVISOR E-mail address: marta.gallego@whotels.com Company name: W BARCELONA / CIGAHOTELS ESPAÑA.SL

KNOW-HOW						
<i>On a scale from 1 to 5, 5 corresponds to excellent, NC = situation not covered to date</i>	NC	1	2	3	4	5
Adaptability and integration into the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to express difficulties, to ask questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to question oneself, to be aware of one's mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to be accountable for one's work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to manage an unexpected situation (self-control, reorganization of priorities, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Versatility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Respect for work schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Respect of work instructions and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sense of organization and management of priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments : Charles has adapted to the team perfectly. From the very first moment, he showed great interest in the work and his attitude was impeccable. He has always been willing to help and take charge in different situations.						

KNOW-HOW							
On a scale from 1 to 5, 5 corresponds to excellent , NC = situation not covered to date		NC	1	2	3	4	5
Master the company's computer tools and software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Master the technical vocabulary of the profession		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Create and update business reporting tools		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Write summaries		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Present the results of a project or a mission in a way that is adapted to the audience		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments : He has a good knowledge of the tools and processes necessary for the position.							

MISSIONS ENTRUSTED AND SKILLS DEVELOPED DURING THE INTERNSHIP							
Missions entrusted * (Refer to the internship agreement)	Developed skills	On a scale from 1 to 5, 5 corresponds to excellent , NC = situation not covered to date					
		NC	1	2	3	4	5
Group Billing reviews	Great organization and problem resolution in terms of billing issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Deposit control	Improvement of the process and great planification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Claim of payments	Perseverance and control regarding outstanding balances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Meetings with clients	Great communication, empathy and flexibility with important clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments : 							

GLOBAL EVALUATION :

Charles has demonstrated outstanding performance during his internship. His dedication and commitment have been evident in every task he has taken on, significantly contributing to the success of the team. It is important to highlight his positive attitude and willingness to help everyone. He has shown great initiative by proposing improvements to existing processes and taking on additional responsibilities. His ability to anticipate needs and act accordingly has been very valuable to the team

Date : 30 July 2024

Signature of Internship Tutor
Company stamp

Student Signature

DPTO. RECURSOS HUMANOS
W Barcelona
CIF B28127835
CIGAHOTELS ESPAÑA S.L.
PZ ROSA DEL VENTS 1
08039 BARCELONA

