Questionnaire for

the internship supervisor

Who has to fill in this questionnaire?

This questionnaire has to be filled in by the intern’s supervisor within two months after the end of the internship. Otherwise the intern cannot receive the balance of the fund.

Flanders Department of Foreign Affairs

T | +32 2 553 61 53  
E | [stages@buza.vlaanderen](mailto:stages@buza.vlaanderen)

W | fdfa.be/ftp

[](https://www.linkedin.com/in/ftp-flanders-trainee-programme-72492218/)[](https://www.instagram.com/flanderstraineeprogramme/?hl=nl)[Afbeelding met teken, lucht, buiten

Beschrijving is gegenereerd met hoge betrouwbaarheid](https://www.facebook.com/FlandersTraineeProgramme/)

# CONTACT

## Fill in your personal identification

|  |  |
| --- | --- |
| NAME: |  |
| FUNCTION: |  |
| MULTILATERAL ORGANIZATION: |  |
| UNIT / DEPARTMENT: |  |
| STREET AND NUMBER: |  |
| POSTAL CODE AND CITY: |  |
| COUNTRY: |  |
| PHONE: |  |
| FAX: |  |
| E-MAIL: |  |

# Information about the internship

## name of intern

|  |  |
| --- | --- |
| NAME: |  |

## what was the period of the internship?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| STARTING DAY | DAY |  | MONTH |  | YEAR |  |
| FINAL DAY | DAY |  | MONTH |  | YEAR |  |

## FILL IN THE PRINCIPAL TASKS PERFORMED BY THE INTERN

|  |
| --- |
|  |

## FILL IN THE EVALUATION OF TASKS PERFORMED BY THE INTERN

|  |
| --- |
|  |

## FILL IN THE VALUE OF THE INTERNSHIP FOR THE ORGANISATION/unit/department

|  |
| --- |
|  |

## fill in the value of th internship for the intern

|  |
| --- |
|  |

## fill in any recommendations or suggestions

Here you can give us recommendations or suggestions about for example duration and profile of future candidates.

|  |
| --- |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE | DAY |  | MONTH |  | YEAR |

## SIGNATURE

|  |
| --- |
| Please send this form to [stages@buza.vlaanderen](mailto:stages@buza.vlaanderen) (CC the intern!)  Make sure to mention the name of the intern in the heading of your e-mail  Thank you! |