**SOFIA UNIVERSITY "ST. KLIMENT OHRIDSKI"**

**FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION**

**TO** ……………………………………………………….

*(Name of the accepting organisation)*

Dear Madam / Sir ………………………………………………………………………

*(Name of the mentor appointed by the organisation)*

During the period from ………………... to …………………………, Mr/Mrs ……………………………………………………………………………….., student at the Faculty of Economics and Business Administration, was employed as an intern on a ………………….. hour working day and has done his / her study practice in your organisation.

Please evaluate his / her work during the study practice as per the indicators listed below. We expect you to assign a mark using a 10-grade scale (whereby 10 - "excellent" ....; 1 - "very poor") and would appreciate you to provide a brief justification of your choice of mark.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Overall mark of the intern's performance. | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Justification of the mark: | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 1. Level of the theoretical knowledge. | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Justification of the mark: | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 1. Ability to apply the theoretical knowledge into practice. | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Justification of the mark: | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 1. Demonstrated interest in the problems faced during your organisation's operations. | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Justification of the mark: | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 1. Ability to work in a team. | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Justification of the mark: | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 1. Professional qualities and acquired professional competencies demonstrated during the practice. | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Justification of the mark: | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 1. Work discipline and conscientious attitude. | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Justification of the mark: | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 1. Other (at your own discretion). | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Justification of the mark: | | | | | | | | | |
|  | | | | | | | | | |

THANK YOU FOR YOUR COOPERATION!

FOR THE ORGANISATION:

………………………………………………………………………

*(Name and signature of the mentor)*

………………………………………………………………........

*(Job title)*