

Intern performance evaluation form

To be filled in by the organisation supervisor

Intern: Philippe Mutkowski

Supervisor: Raoul Sommeillier

Organisation: Ohme ASBL

Date: 26/11/24

☐ Midterm

☒ Final evaluation

Recommendations

- This form has been issued by the School of Engineering from the Université Libre de Bruxelles to allow the organisation supervisors to evaluate the intern's performances. Should you have any question, ULB internship coordinator and contact person is Cédric Boey (cedric.boey@ulb.be).
- The form has been designed to reflect the internship learning outcomes based on the expected skills and competences by employers. The form is as versatile as possible to cover various workplaces or organisations in different sectors. It is therefore possible that some indicators are not relevant for this internship. Please tick N/A 'not applicable' in this case.
- The form is primarily designed to provide feedback on job performance and related issues to assist the intern in his/her personal and professional development.
- At internship mid-term, the intern will schedule a meeting inviting the company and academic supervisors together with the ULB internship coordinator to review his/her performances so far and discuss the possible points of improvement. This meeting is based on the present form which must be priory filled in by the company supervisor and shared with the intern.
- The final evaluation of the intern takes place during the last internship week and appreciates the improvements made since the mid-term evaluation. It is based on the same form and the company supervisor is encouraged to discuss the evaluation during a scheduled one-to-one meeting with the intern.
- The final internship mark will be determined by a review committee based on 4 criteria: your evaluation (the present form), the intern's portfolio (evaluated by the academic supervisor), a reflexive summary and an interview (both evaluated by a review committee). You will be invited to attend the interview (to be scheduled during the weeks before the winter holidays) and briefly comment on your evaluation.
- The final evaluation form, duly signed by both parties, is to be sent by the intern to the ULB Internship Office (internship.EPB@ulb.be) by the 30th November to the latest.

Personal	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Maintains agreed-upon timetable, is punctual, and informs timetable changes appropriately.	X				
Prepares in advance, plans and manages resources to get tasks done and meet deadlines, follows through until projects are complete.	X				
Seeks out resources and/or asks for help if and when unsure about how to proceed on tasks.		X			
Admits to and corrects mistakes when they are made.	X				
Self-assesses his/her performances and makes efforts to adjust accordingly.	X				
Accepts and implements external feedback on his/her performance.	X				
Behaves ethically according to professional regulations or standards and shows a socially responsible practice.	X				
<p>Comments</p> <p><i>Philippe consistently demonstrated a high level of professionalism and responsibility during his internship. He was always punctual, adhered to the agreed-upon timetable, and communicated clearly whenever adjustments were needed. His attention to detail and commitment to completing tasks thoroughly were evident in all aspects of his work. Philippe approached challenges thoughtfully, often identifying alternative solutions before seeking input from the team, which showcased his proactive and problem-solving mindset.</i></p> <p><i>What set Philippe apart was his natural curiosity and his unique ability to combine sensitivity and technical competence. This balance made him particularly well-suited to an organization like Ohme, where the intersection of arts and sciences requires both analytical rigor and creative openness. Philippe's willingness to explore new ideas and his adaptability stood out, as did his thoughtful integration of feedback. While he is naturally independent and thorough, one area for growth would be to seek guidance earlier when facing a challenging problem, allowing him to save time and maintain momentum. Overall, his approach was ethical, thoughtful, and aligned with Ohme's values, making him a strong and memorable contributor to the team.</i></p>					
Team	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Makes the appropriate efforts to be integrated into the organisation and/or project.	XX				
Listens carefully to supervisors, colleagues, peers or other stakeholders and understands his/her role in the hierarchy or structure.	X				
Adapts well to emerging requests from supervisors, managers, co-workers or other stakeholders.	X				
Tailors the content of oral and written communication to the audience appropriately, makes the information available to all stakeholders relevantly.		X			
Uses negotiation methods or tools adequately and, if relevant, manages conflict situations appropriately.					X
Relates to colleagues and stakeholders with empathy and curiosity building constructive working relationships with individuals from a range of background.	X				
Demonstrates inclusiveness, sensitivity and respect for individual differences.	X				
Shows efforts to communicate in different languages as required. Languages used: <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French <input type="checkbox"/> Dutch <input type="checkbox"/> Other:		X			
<p>Comments</p> <p><i>Philippe was an exceptional team player, integrating seamlessly into the group and contributing to a positive and collaborative atmosphere from the start. He balanced active listening with the confidence to share his ideas and propose thoughtful solutions, demonstrating a strong ability to collaborate effectively in multidisciplinary and interdisciplinary settings. His empathy and interpersonal skills allowed him to build meaningful relationships with colleagues and supervisors, fostering a sense of trust and teamwork.</i></p>					

After mid-term feedback, Philippe made a clear effort to engage more with Ohme's broader activities, showing his curiosity and willingness to understand projects beyond his immediate responsibilities. This demonstrated not only his adaptability but also his dedication to the organization as a whole. Philippe's sense of humor and lighthearted nature brought a welcome balance during intense work phases, helping to maintain team morale. His bilingual communication skills in English and French were a clear asset, enabling him to connect with diverse team members and adapt his communication style effectively depending on the audience.

Outcomes	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Collects and organises information from diverse sources, criticises the sources to better understand the project.		X			
Analyses and interprets available data and information to make a sound judgement.		X			
Demonstrates a scientific approach in problem-solving.	X				
Takes the initiative or seeks out opportunities to look for adequate or optimal solutions.	X				
Analyses how a given task or project impacts the larger mission or purpose of the organisation.		X			
Comments <i>Philippe delivered great results throughout his internship, often exceeding expectations. His analytical skills, combined with a scientific and creative approach to problem-solving, allowed him to tackle complex challenges with confidence and precision. On the beluga vocalization project, he developed technically robust machine learning algorithms and visualization tools, contributing both innovation and practical value. For the Biometrika project, his integration of biosignals into artistic and scientific frameworks demonstrated his ability to bridge disciplines effectively.</i> <i>A particularly striking example of Philippe's dedication was his insistence on co-leading the Biometrika workshop at the CurieuCity Festival, two weeks after the formal end of his internship. This act exemplified his commitment to seeing projects through to completion and his passion for engaging with Ohme's mission on a deeper level. Philippe's persistence, focus, and ability to deliver impactful and aligned results have left a lasting impression on both the team and the projects he contributed to.</i>					

Global evaluation:

Overall, would you say that the intern's performances were:

☒ **Outstanding:** The intern showed exceptional engagement. The intern's performances and deliverables exceeded the host organisation expectations by far.

☐ **Very good:** The intern showed a strong engagement and largely met the expectations of the host organisation. The work carried out and possible deliverables were of good quality.

☐ **Satisfactory:** The intern met the expectations of the host organisation. The work carried out and the possible deliverables have some shortcomings making the latter difficult to reuse.

☐ **Fair:** The intern has provided a fair amount of work but the deliverables have not met the host organisation expectations.

☐ **Unsatisfactory:** The intern lacked a minimal level of commitment (to be justified hereafter).

Strengths: what do you perceive are the intern's greatest strengths? If possible, please give specific examples/stories to illustrate them.

Philippe is an exceptionally well-rounded individual who combines technical expertise with a calm, thoughtful approach to his work. He has a natural ability to engage with both complex problems and the people around him, making him a highly valuable team member. He is persistent and focused, ensuring that tasks are completed thoroughly and with care. His curiosity and openness to feedback have allowed him to grow significantly during his internship. Philippe's professional attitude, coupled with his empathy and sense of humor, creates an environment of trust and collaboration. These qualities, along with his passion for interdisciplinary work, will serve him well in any professional setting.

Improvement points: what areas of growth could improve the intern's success in your field? If possible, please give specific examples.

One area for growth for Philippe is learning when to step back and take a breather when he encounters a particularly challenging problem. Taking the time to reset and approach the issue with fresh eyes—or seeking help earlier in the process—could make him even more efficient and creative in his problem-solving. Additionally, as Philippe moves toward a professional career, developing stronger confidence in presenting his work and ideas in formal settings could help him better showcase his potential.

Specific goals for the second part of the internship: [Only for midterm evaluation]

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Additional comments (if relevant):

Philippe, thank you very for your internship and for the dedication you brought to every project. Your contributions made a real difference—not only in the quality of the work but also in the spirit of the team.

On behalf of the entire Ohme team—every single one of us—it was an absolute pleasure to have you with us. You're not just an excellent intern but a truly great person.

We sincerely hope to see you again, whether it's for your thesis or another collaboration in the future.

And if your experience here has sparked an interest in taking a career path a little outside the beaten track, who knows—our doors might just be open when the time comes. You're now part of the Ohme family, and welcome to stay at Ohme's office whenever you like, where you'll always find an emergency ration of Dallas sauce if needed.

Company supervisor's signature

A handwritten signature in black ink, appearing to read "Anna Hill", with a long horizontal flourish extending to the right.

Intern's signature

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal flourish extending to the right.