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# New CEMS Internship Online Evaluation Process User Guide

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01

# For Student

# Student Private Zone “How to Register the Internship”

**CEMS**  
THE GLOBAL ALLIANCE IN MANAGEMENT EDUCATION

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- International Internship (new)**
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- > CEMS Career Center
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- > Career Forum Registration
- > Annual Events Registration
- > CEMS Club Awards

Logged in as cemstest.

This section of the website is about managing and acting on information about you, within the CEMS programme. Before exploring it, you should make sure you have read everything about the MIM programme [on cems.org MIM section](#), withing [the student guide](#), and in the [internship guide](#).

[Understand the CEMS Global Values Statement \(GVS\).](#)

1) Go to “International Internship” menu

**Career Forum 2019**

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# Student Private Zone “How to Register the Internship”

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- > Tests for Business Communication

## International Internship (new)

[Add an internship](#) → 2) Click here to add an internship

3 Declared Internship(s)

Company	Country	Starting	Ending	Status	
CESM MIM Company	Japan	2018-02-05	2018-04-30	Pending	<a href="#">View</a> <a href="#">Modify</a>
CEMS Global Office	France	2019-06-03	2019-07-26	Confirmed on 2019-08-27 15:45:38 by firstname Pm	<a href="#">View</a>
CEMS Test Company	France	2019-07-01	2019-09-15	Validated on 2019-08-27 15:44:19	<a href="#">View</a>

In case you have questions, please contact your home school CEMS Programme Manager:  
FirstName LastName ([website@cems.org](mailto:website@cems.org)) → Student can see a list of his/her internships

Access denied restriction  
Logged in as **camalex**

bozer FirstNamebozer Internship	
Company <sup>(1)</sup>	<input type="text"/>
City <sup>(1)</sup>	<input type="text"/>
Country <sup>(1)</sup>	--Select--
Industry sector <sup>(1)</sup>	--Select--
Your Function <sup>(1)</sup>	--Select--
Starting date <sup>(1)(2)</sup>	<input type="text"/>
Ending date <sup>(2)(3)</sup>	<input type="text"/> (Must be 8 consecutive weeks full-time employment at the same company)
Short job description <sup>(1)</sup> (including responsibility)	<input type="text"/>
How did you find your internship? <sup>(1)</sup>	--Select--
Did you (or will you) use the local language during the internship?	<input type="radio"/> Yes <input type="radio"/> No
If you use the first 8 weeks of your full-time permanent employment to fulfil the CEMS Internship, tick here :	<input type="checkbox"/>
Comment	<input type="text"/>
The supervisor & HR responsible <sup>(3)</sup>	
Full Name <sup>(1)</sup>	<input type="text"/>
Email (must be professional email address) <sup>(1)</sup>	<input type="text"/>
Phone	<input type="text"/>

1) Fill all the fields

Important notes are listed here.

- Starting date and ending date of the internship
- Supervisor of the internship

<sup>(1)</sup> Required field

<sup>(1)</sup> To guarantee the minimum required duration of the internship (8 weeks), please keep in mind that if you start the internship after the 2nd Monday of September, you will not be able to graduate in the current calendar year but will have to graduate the following year.

<sup>(2)</sup> Due to the certificate control, if you want to graduate in the current calendar year, the ending date of your internship must be before the 10th of November of the current year.

<sup>(3)</sup> Give the contact details of the person (either HR or Supervisor) who will evaluate your internship experience. If the contact changes during your internship, please get into contact with your home school manager.

In case you have questions, please contact your home school CEMS Programme Manager:  
FirstName LastName ([webc@cems.org](mailto:webc@cems.org))

I declare that the information indicated above is best to my knowledge

Add

Cancel and Go Back

Student needs to agree that they are providing the genuine information.

2) Click on the "Add" button

# Student Private Zone

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About CEMS > CEMS MIM > CEMS Community > News & Media >

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## International Internship (new)

[Add an internship](#)

3 Declared Internship(s)

Company	Country	Starting	Ending	Status	
CEM MIM Company	Japan	2018-02-05	2018-04-30	Pending	<a href="#">View</a> <a href="#">Modify</a>
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CEMS Test Company	France	2019-07-01	2019-09-15	Validated on 2019-08-27 15:44:19	<a href="#">View</a>

In case you have questions, please contact your home school CEMS Programme Manager:  
FirstName LastName ([website@cems.org](mailto:website@cems.org))

1) The internship has been added and waiting to be confirm by the manager.

Student can view the detail information about his/her own internship.

Possibility to modify the internship when the status is "pending". After "confirmed", the student won't be able to modify. If needed, the student needs to contact the manager.

2) The internship has been confirmed by the manager. Next step will be an evaluation.

3) The internship has been evaluated. By clicking here, student can check his/her evaluation result.

# Student Private Zone

- STUDENTS
- ALUMNI
- CORPORATE & SOCIAL PARTNERS
- ACADEMIC MEMBERS & FACULTY

## VIEW MY PROFILE

» Edit My Profile

## STUDENT ZONE

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- Certificate control
- Student Library
- My Progress
- Tools for Business Communication
- My Schedule
- Networking (with Students and Alumni)
- Student Life (SB, CC, CAA-Board, LC)
- Student Zone FAQ
- Career Services Registration (Going Global)
- Mailing Archive

## International Internship (new)

boer FirstNameboer Internship (11.88 weeks duration) <sup>(1)</sup>	
Company <sup>(1)</sup>	CEMS Miro Company
City <sup>(1)</sup>	Tokyo
Country <sup>(1)</sup>	Japan
Industry sector <sup>(1)</sup>	Consulting
Your Function <sup>(1)</sup>	Consulting
Starting date <sup>(1)(2)</sup>	05/02/2018
Ending date <sup>(2)(3)</sup>	30/04/2018 (Must be 8 consecutive weeks full-time employment at the same company)
Short job description <sup>(1)</sup> (including responsibility)	Helping building a new branch in Tokyo.
How did you find your internship? <sup>(1)</sup>	CEMS Career Forum
Did you (or will you) use the local language during the internship?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If you use the first 8 weeks of your full-time permanent employment to fulfil the CEMS internship, tick here:	<input type="checkbox"/>
Comment	

The supervisor & HR responsible <sup>(3)</sup>	
Full Name <sup>(1)</sup>	Kyoko Yamashita
Email (must be professional email address) <sup>(1)</sup>	kyoko.yamashita@cems.org
Phone	

<sup>(1)</sup> Required field

<sup>(2)</sup> To guarantee the minimum required duration of the internship (8 weeks), please keep in mind that if you start the internship after the 2nd Monday of September, you will not be able to graduate in the current calendar year but will have to graduate the following year.

<sup>(3)</sup> Due to the certificate control, if you want to graduate in the current calendar year, the ending date of your internship must be before the 15th of November of the current year.

<sup>(4)</sup> Give the contact details of the person (either HR or Supervisor) who will evaluate your internship experience. If the contact changes during your internship, please get into contact with your home school manager.

In case you have questions, please contact your home school CEMS Programme Manager: [FirstName.LastName@cems.org](mailto:FirstName.LastName@cems.org)

I declare that the information indicated above is best to my knowledge

Modify

Cancel and Go Back

When the student click on “modify”, the numbers of weeks of the internship is displayed.

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03

# For Company Supervisor



# Message sent to the Supervisor

## [CEMS-MIM] CEMS internship evaluation

1 message

CEMS <cems@cems.org>  
Reply-To: cems@cems.org  
To: kyoko.yamashita@cems.org

Tue, Aug 27, 2019 at 2:30 PM

Dear Kyoko,

You are receiving this message as a company supervisor to our CEMS student, FirstNamebocar bocar who is undertaking an internship at your company as part of the graduation requirement for the CEMS Master's in Management Programme.

The internship is soon coming to its end, we are pleased to invite you to provide feedback on our student's work performance. The Internship Evaluation is an integral part of the graduation requirements and will take 3-5 minutes to fill it in. Thank you for following the instructions below.

This evaluation will be kept confidential and will only be shared with the student (except for Questions 20 to Q22) and the CEMS Managers of the student's home school.

If you are not the supervisor for this student, please inform the CEMS Programme Manager so that we can get into contact with the right person.

FirstName LastName ([website@cems.org](mailto:website@cems.org))

**Please provide your feedback via our CEMS Online Evaluation Form in relation to the student's performance. (Recommended)**

[https://pprbo.cems.org/api/student/internship\\_survey.php?key=23&code=9368-R9g9j9fWTFXfBpYU4TTg](https://pprbo.cems.org/api/student/internship_survey.php?key=23&code=9368-R9g9j9fWTFXfBpYU4TTg)

Please be aware that all the information registered will be lost if you quit the browser without clicking on the validation button. The information won't be saved in the middle of the survey, and cannot be modified after validation.

Should you not be able to use our online form, please choose the second option to upload an official document as CEMS student evaluation. Only officially signed document issued by the company is accepted to certify the internship.

[https://pprbo.cems.org/api/student/internship\\_surveycp.php?key=23&code=9368-R9g9j9fWTFXfBpYU4TTg](https://pprbo.cems.org/api/student/internship_surveycp.php?key=23&code=9368-R9g9j9fWTFXfBpYU4TTg)

If our student did not begin or complete the internship at your company thank you for providing us with the reason.

[https://pprbo.cems.org/api/student/internship\\_surveyno.php?key=23&code=9368-R9g9j9fWTFXfBpYU4TTg](https://pprbo.cems.org/api/student/internship_surveyno.php?key=23&code=9368-R9g9j9fWTFXfBpYU4TTg)

Thank you for your cooperation.

We look forward to hearing from you soon.

If the supervisor changed, he/she will contact Manager. The manager can modify the contact information of the supervisor and re-send the message. (Click "Manually send the survey to the supervisor" to re-send the message).

### 3 possibilities for the supervisor to evaluate the student:

- 1) Use the CEMS online evaluation form
- 2) Upload an official evaluation document from the company
- 3) The student didn't begin or complete the internship, please provide the reason

# Supervisor Evaluation

## 1) CEMS Online Form

Question 1 to 18 are mandatory.  
Question 19 to 22 are voluntary.

### CEMS Internship Evaluation Form

\* This evaluation form will be shared with your CEMS intern. (except for questions 20 to 22) .

You are evaluating **FirstNameBocar bocar** from **X-tra curricular**

#### Organizational and Professional Competences

1. Communication skills (include presentation skill (written, oral)):  Beyond expectations  Good  Below expectations  Not Applicable

2. Adaptation to company culture:  Beyond expectations  Good  Below expectations  Not Applicable

3. Problem solving:  Beyond expectations  Good  Below expectations  Not Applicable

4. Putting initiatives into practice:  Beyond expectations  Good  Below expectations  Not Applicable

5. Autonomy:  Beyond expectations  Good  Below expectations  Not Applicable

6. Responsibility:  Beyond expectations  Good  Below expectations  Not Applicable

7. Creativity / aptitude for innovation:  Beyond expectations  Good  Below expectations  Not Applicable

8. Motivation / result orientation:  Beyond expectations  Good  Below expectations  Not Applicable

9. Computer and digital expertise:  Beyond expectations  Good  Below expectations  Not Applicable

#### Intellectual Competences

10. Theoretical knowledge:  Beyond expectations  Good  Below expectations  Not Applicable

11. Ability to analyze, learn, reflect:  Beyond expectations  Good  Below expectations  Not Applicable

#### Intercultural Skills

12. Cultural awareness:  Beyond expectations  Good  Below expectations  Not Applicable

13. Adapt to local culture:  Beyond expectations  Good  Below expectations  Not Applicable

#### Interpersonal Competences

14. Open-mindedness / flexibility:  Beyond expectations  Good  Below expectations  Not Applicable

15. Team working ability:  Beyond expectations  Good  Below expectations  Not Applicable

16. Customer oriented ability:  Beyond expectations  Good  Below expectations  Not Applicable

17. Leadership potential:  Beyond expectations  Good  Below expectations  Not Applicable

18. Eager to learn from others:  Beyond expectations  Good  Below expectations  Not Applicable

19. Please provide some further comments on the performance of your CEMS intern.

Enter your comments here...

20. Would you be interested in employing this CEMS student?:  Yes  No  We have already hired him/her

21. Would your company be confident to hire future CEMS students for the internship or full time employment?:  Yes  No

22. Would you like to hear from CEMS in the future?:  Yes  No  We have already registered

**Submit**

When the supervisor submit the evaluation, the internship of the student is validated. Once the supervisor submit the form, the evaluation is non-modifiable.

# Supervisor Evaluation

## 2) Upload Official Document

CEMS Internship Evaluation Form

\* This evaluation form will be shared with your CEMS intern.

You are evaluating **FirstNamebocar bocar** from **X-tra curricular**

Upload your document  No file chosen

Your comment

Enter your comments here...

The supervisor can choose to upload a document and put some comments. When the supervisor submit the form, the internship of the student is validated.

# Supervisor Evaluation

## 3) Student did not begin or complete the internship

CEMS Internship Evaluation Form

\* This evaluation form will be shared with your CEMS intern.

You are evaluating FirstNamebocar bocar from X-tra curricular

Please provide us the reason why this student did not join the internship

Enter your comments here...

Submit

The supervisor can notify the manager that the student didn't attend the internship.  
When the supervisor submit this form, the status will be kept as "Confirmed" not "Validated".  
Manager needs to contact directly the student to discuss to solve the issue.

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04

# After the Evaluation

# Result is Available (With Student and Manager)

The student automatically receives an email to notify that the supervisor evaluated the student. The manager is in CC and the evaluation result is visible in the private zone of the student and the manager.

**CEMS**

[CEMS-MIM] CEMS internship evaluation

To: student-internship@cems.org, Cc: pm-internship@cems.org, <CEMS.org >,

Reply-To: cems@cems.org

Dear FirstNamebocar bocar ,

This is to let you know that your company supervisor has completed your internship evaluation.

It is now available in your Student Private Zone.

In case you have questions, please contact your home school CEMS Programme Manager.

firstname Pm ([pm-internship@cems.org](mailto:pm-internship@cems.org))

PM Programme Manager ([website@cems.org](mailto:website@cems.org))

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In case you have questions, please contact your home school CEMS Programme Manager:  
FirstName LastName ([website@cems.org](mailto:website@cems.org))

Student can view the result of the evaluation by clicking on the link.

# Student Private Zone

## CEMS Internship Evaluation Form

\* This evaluation form will be shared with your CEMS intern.

FirstNamebocar bocar from X-tra curricular  
test test - France (from 01/09/2019 to 01/10/2019)  
Evaluated on 2019-08-27 14:54:45

### Organizational and Professional Competences

1. Communication skills [include presentation skill (written, oral)]:	Good
2. Adaptation to company culture:	Good
3. Problem solving:	Good
4. Putting initiatives into practice:	Good
5. Autonomy:	Good
6. Responsibility:	Good
7. Creativity / aptitude for innovation:	Good
8. Motivation / result orientation:	Good
9. Computer and digital expertise:	Good

### Intellectual Competences

10. Theoretical knowledge:	Good
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### Intercultural Skills

12. Cultural awareness:	Good
13. Adapt to local culture:	Good

### Interpersonal Competences

14. Open-mindedness / flexibility:	Good
15. Team working ability:	Good
16. Customer oriented ability:	Good
17. Leadership potential:	Good
18. Eager to learn from others:	Good

19. Please provide some further comments on the performance of your CEMS intern.

It shows the following information.

- Name of the student
- Name of the school
- Name of company
- Period of the internship
- Date of the evaluation


Student can only view the survey result from question 1 to 19.



# Result is Available with Supervisor

Thank you for providing us with your evaluation. This evaluation result will be shared with the CEMS student. You are also able to review this evaluation result at this [link](#). In case you have questions, please contact the CEMS manager at the student's home school.

FirstName LastName ([website@cems.org](mailto:website@cems.org))



When the supervisor submitted the evaluation form or uploaded the official document, he/she will be redirected to this Thank You Message with the link to the survey result. (The survey result will be the same one as Manager can see.)