



Unilever

Duration of the work placement	10.3.2013 – 13.4.2013	5 weeks
Apprentice	XXXXXXXXXXXXXXXX	

Tasks	Level of Performance			Level 1-3
	Supervised	With Guidance	Autonomously	Quality
Analyzing the organizational structure and corporate culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carrying out a continuous improvement project for sales promotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Organizing the communication process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Analyzing the Perfect Store Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Presenting the process and targets for optimization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Collecting and analyzing data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Analysis of critical points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Moderation of meetings concerning process optimization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Writing handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Writing reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Using online platforms, Word, Excel and Powerpoint effectively for his work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Create new online Portal/Channel for the Adopt a Store project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Communicate adequate with colleagues and managers in English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments concerning the performance of Maurice Heissig:				

Department: CD Operations

Name of the examiner: XXXXXXXXXXXXXXXXXXXX



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*1 „supervised“= good, 2 „with Guidance“=better, 3 „autonomously“= the best



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Signature or stamp _____



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