Dear Supervisor:

This is a student performance evaluation form for the ACCC Culinary student working with you. The culinary educator will present this form during their site visit, and based on your experience with the student it will be completed as part of the visitation. A copy will be left with you to enable you to meet with the student and review the evaluation in order to provide him/her with ways to improve their job performance and become better prepared for their professional goals. After meeting with the student, please sign and provide student with last copy for their co-op package.

Student’s Name: ____________________ Supervisor’s Name: ____________________

Educator’s Name: ___________________ Company Name: _____________________

Date: ____________________

Performance Values

| 4 – Excellent, outstanding performance | 3 – Good, above average performance |
| 2 – Average, performance acceptable standards | 1 – Poor, performance meets minimal requirements |
| 0 – Unacceptable, below acceptable standards |

Place a performance value number next to each performance statement below:

____ Job Knowledge – Demonstrates knowledge gained through job experience, education, or training with respect to job.

____ Alertness/adaptability – Follows job instructions, meets changes in job conditions; identifies and solves work-related problems.

____ Quality of work – performs assigned work in an accurate, through, orderly manner, with a consideration for neatness.

____ Communication – Communicates with supervisors, co-workers and others, in a professional and courteous manner; listens.

____ Use of time – Self supervises job activities; demonstrates initiative in completing job assignments; assists co-workers when needed.

____ Attendance/punctuality – Reports to work area on time; provides advance notice when not reporting to work, strives to achieve perfect attendance.

____ Ability to learn – The ability to master new routines and grasp explanations; able to retain this knowledge.
Atlantic Cape Community College  
Culinary Student Cooperative Education  

Supervisor Evaluation - B

Culinary Characteristics:

___ Knife skills – Demonstrates the ability to use culinary tools appropriately, efficiently and accurately.

___ Speed – Has the ability to perform culinary skills with speed and accuracy.

___ Timing – Prepares culinary items within an allotted timeframe in relation to other items.

☐ TOTAL POINTS

Area(s) of achievement: ________________________________

______________________________

______________________________

Area(s) needing improvement: ________________________________

______________________________

______________________________

General comments: ________________________________

______________________________

Student’s Signature: __________________ Print Name: __________________

Supervisor’s Signature: __________________ Print Name: __________________

Culinary Educator’s Signature: __________________

Business Phone #:_______________________ Date: __________________________