

Atlantic Cape Community College - Culinary Student Cooperative Education

Supervisor Evaluation - A

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.

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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: _____