This student Cooperative Education evaluation is designed to provide the school with your assessment of the student’s performance to date under your supervision. The evaluation is used as a tool to provide the student with valuable information in order to improve and strengthen skills necessary for the profession. Please discuss this evaluation with the student before he/she submits it to the Co-op Coordinators in the Career Development Office. It is the student’s responsibility to ensure that the document is submitted to the Coordinators.

The student’s grade is based largely on your evaluation of his/her skills, personal qualities, interpersonal relations and attitude. This evaluation is worth 40 points toward the final Cooperative Education Grade. Please respond to the following and add your comments where appropriate. Please fill out the evaluation in pen or type. If a correction is necessary, the supervisor responsible for completing the evaluation must initial it.

Scoring Chart

90-100 = Performance demonstrated was above the establishment’s expectations with regard to an intern
80-89 = Performance demonstrated met the establishment’s expectations with minimal supervision
70-79 = Performance demonstrated met the with establishment’s expectations with supervision
60-69 = Performance demonstrated was less than the establishment’s expectations with regard to an intern
50-59 = Performance demonstrated failed to meet the establishment’s expectations with regard to an intern
N/A = Non applicable, student did not have an opportunity to demonstrate this component

Please assess this student’s ability in the following areas and write the corresponding number from the chart above in the spaces provided.

I. Food Production

Please assess this student’s ability to:

1. Forecast menu production needs
2. Maintain par stock inventory
3. Generate product orders
4. Create prep lists
5. Assign production responsibilities
6. Implement recipe usage/follow food specs
7. Assemble mise-en-place
8. Maintain production schedule
9. Prepare the product
10. Expedite the product
11. Maintain labeling and dating procedures
12. Demonstrates knowledge of all cooking methods
II. Purchasing Procedures

Please assess this student’s ability to:

_____ 13. Follow ordering specifications
_____ 14. Compile purchase orders
_____ 15. Identify product requirements

_____ 16. Maintain invoice tracking
_____ 17. Conduct receiving procedures

III. Sanitation

Please assess this student’s ability to:

_____ 18. Maintain sanitation guidelines
_____ 19. Develop a cleaning checklist
_____ 20. Demonstrate food handling procedures
_____ 21. Adhere to/enforce temperature control
_____ 22. Adhere to chemical guidelines

_____ 23. Adhere to/enforce storage procedures
_____ 24. Adhere to/enforce waste handling procedures
_____ 25. Comply with HACCP regulation
_____ 26. Adhere to/enforce recycling procedures
_____ 27. Employ cross-contamination controls

IV. Cost Control Measures

Please assess this student’s ability to:

_____ 28. Comply with portion control guidelines
_____ 29. Utilize products in cross utilization
_____ 30. Practice quality control

_____ 31. Satisfy guests needs with special requests
_____ 32. Utilize waste/spoilage control sheets/logs

V. Personal Qualities

Please assess this student’s ability on the following:

_____ 33. Open to accept constructive criticism
_____ 34. Willingness to learn
_____ 35. Dependability
_____ 36. Punctuality
_____ 37. Motivated/Enthusiastic
_____ 38. Approaches work in a serious and responsible manner
_____ 39. Ability to work well in a team environment

_____ 40. Ability to communicate with staff both orally and written
_____ 41. Maintains personal hygiene & uniform standards
_____ 42. Ability to work with little/to no supervision
_____ 43. Demonstrates initiative
_____ 44. Shows a desire for professional growth
_____ 45. Has effective time management skills
Special areas of development and improvement over the Co-op Term:

1. _________________________________________________________________________________________
2. _________________________________________________________________________________________
3. _________________________________________________________________________________________
4. _________________________________________________________________________________________

Additional comments:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Student’s Signature: ___________________________________________________________ Date: ____/____/____

Supervisor’s Signature: ___________________________ / ____________________________ Date: ____/____/____