

FSHN 491 B/D Internship Cooperating Supervisor Evaluation Form



Intern's name _____ Company/Organization _____

Department _____ Review Date _____

Please evaluate the intern on the following criteria. The evaluation should be completed at the end of the internship experience.

Criteria	Needs Improvement	Satisfactory	Outstanding	Not observed
<p>Job Knowledge</p> <p><i>Possesses knowledge of job responsibilities and skills to accomplish tasks described in job description, learns new skills/information in timely manner</i></p> <p>Comments: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Work Performance</p> <p><i>Completes quality and quantity of work, gives attention to detail, handles stress, has strong work ethic, has neat work area, possesses necessary skills to complete the job, has organizational skills</i></p> <p>Comments: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Dependability</p> <p><i>Completes required tasks with minimum supervision, is on time when scheduled to work, responds to organizational needs in a timely manner, is dedicated to doing the job</i></p> <p>Comments: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Communication</p> <p><i>Demonstrates strong verbal and written skills, expresses ideas/solutions to problems effectively, professionally communicates with co-workers, uses proper communication channels</i></p> <p>Comments: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Attitude</p> <p><i>Accepts constructive criticism; performs job willingly, is enthusiastic, displays commitment to job</i></p> <p>Comments: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Judgment</p> <p><i>Makes effective decisions based on appropriate information, demonstrates common sense</i></p> <p>Comments: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Criteria	Needs Improvement			Satisfactory			Outstanding	Not observed
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Initiative

Moves ahead when given responsibility, assesses what needs to be done and takes action

Comments:

Technical Skills

Demonstrated basic food science/culinary principles and practical knowledge..

Comments:

Interpersonal Skills

Cooperates with supervisor, co-workers, and subordinates; is a team player

Comments:

Personal Appearance

Adheres to professional grooming standards and dress code

Comments:

Potential For Success

Would you hire this person?

Comments:

I verify that _____ has completed _____ hours.

Additional information may be provided in an attached page.

Cooperating Supervisor Signature

Title

I have discussed this evaluation with the cooperating supervisor

Intern Signature

Date