

Externship Final Evaluation Report

Please fax, deliver or email this report to:

Nina Tuthill, Career Services Director
Oregon Culinary Institute
1717 SW Madison Street, Portland, Oregon 97205
PHONE 503.961.6211 FAX 503.961.6240 EMAIL Nina.Tuthill@pioneerpacific.edu

Externship Site _____

Student Name (please print) _____

Start Date _____ Completion Date _____

INDUSTRY STANDARDS

ALL STUDENTS Exceeds Meets Below If "Below", Please Explain

ALL STUDENTS	Exceeds	Meets	Below	If "Below", Please Explain
Appearance				
Work Habits				
Staff Relations				
Professionalism				
Attitude or Demeanor				
Ability to Take Direction				
Organization				
Attention to Detail				
Safety and Sanitation				
Other:				
Other:				
Other:				

CULINARY ARTS STUDENTS

Knife Skills				
Technique				
Speed				
Kitchen Knowledge				

BAKING AND PASTRY STUDENTS

Technique				
Speed				
Kitchen Knowledge				

RESTAURANT MANAGEMENT STUDENTS

Customer Relations				
Reservation Systems				
Waiter Service Skills				
Beverage Service Skills				
Floor Supervision Skills				
Product Knowledge				
Inventory/Order Routines				
Staffing/Labor Routines				

Continued

Externship Final Evaluation Report *Continued*

Externship Site _____

Student Name (please print) _____

Student Strengths _____

Areas that Need Improvement _____

If you had an opening, would you hire this student? ___Yes ___No If "No", please explain _____

Site Supervisor (please print) _____ Phone _____

Job Title _____ Date _____

Signature _____ Student Hire Date _____

FOR OCI OFFICE USE ONLY

Externship Grade _____ Date _____ Hire Date _____

Signature Externship Coordinator _____

End