

STUDENT PERFORMANCE EVALUATION

Name : Susanti Nur Lestari
 Hotel Name of practice : Rosewood
 Department : Kitchen Trainee
 Date of Appraisal from : 25 Januari 2025

The purpose of this evaluation is to provide an objective measure of student performance during the Supervised Field training. Rating will be done in a scale value of 0 – 100 as follows:

Grade: A = 80 – 100 : (Very Good Performance)
 B = 68 – 79.99 : (Good Performance)
 C = 56 – 67.99 : (Satisfactory Performance)
 D = 45 – 55.99 : (Unsatisfactory Performance)
 E = 0 – 44.99 : (Poor Performance)
 Note : Minimum Passing Grade C = 56 – 67.99

PART 1 ABILITY AND APPLICATION

Please give into application section:

No	CRITERIA & JUSTIFICATION	SCALE VALUE				
		A (80 -100)	B (68 -79.99)	C (56-67.99)	D (45-55.99)	E (0-44.99)
A. PERFORMANCE						
1	JOB KNOWLADGE					
	• Understand all aspect of work at outlet of practice assigned					
	• Knowledge of facilities and equipment at outlet of practice assigned					
	• Mastery of English (written and oral)					
2	QUANTITY OF WORK					
	• Output of work has be done					
	• Completion of task and performance of daily duties					
3	QUALITY OF WORK					
	• Accurate and neat care of equipment and working areas					
	• Meets work quality requirement					
	• Stability, persistence, orderliness constant work under <u>pressure</u>					
No	CRITERIA & JUSTIFICATION	SCALE VALUE				

		A (80 -100)	B (68 -79.99)	C (56-67.99)	D (45-55.99)	E (0-44.99)
B. CHARACTER						
4	MOTIVATION					
	• Enthusiasm towards job and effort to acquire necessary information to perform duties					
	• The desire and effort					
	• Willingness to accept responsibility					
5	COURTESY AND TACT					
	• Politeness , attention and respect other people (the guest fellow workers and superior)					
6	TEAM WORK					
	• Demonstrate the development of effective working relationships with staff and management					
	• Demonstrate an ability to listen to others, actively contribute to the team and demonstrate flexibility in adapting to team priorities					
7	COMMUNICATION					
	• Demonstrate and understanding of various customers enquiries and communicate these accurately when referring the matter, as appropriate					
	• Prepare a range of documentation which demonstrates an ability to identify the key issues or points and communicate these clearly, concisely and effectively					
8	APPLIED TECHNOLOGY					
	• Ability to use machines and equipment found in the workplace					
9	PERSONAL APPEARANCE					
	• Personal grooming, hair, shoes, comportment and general outlook					
10	ATTENDANTE					
	• Reliability and punctuality to be on job					

No	CRITERIA & JUSTIFICATION	SCALE VALUE				
		A (80 -100)	B (68 -79.99)	C (56-67.99)	D (45-55.99)	E (0-44.99)
11	KITCHEN KNOWLEDGE (Choose one regarding their job)		/			
	Apply basic techniques cutting of commercial cookery		/	/		
	Prepare and cook seafood			/		
	Prepare and cook poultry and meats		/			
	Prepare a variety of sandwiches			N/A		
	Present and display food products		/			
	Prepare desserts to meet special dietary requirements		/			
	Prepare and store food in a safe and hygienic manner		/			
	Prepare hot and cold dessert dishes		/			
	Receive and store stock			/		
	Prepare portion-controlled meat cuts		/			
	Prepare soups		/			
	Prepare stocks and sauces		/			
	Prepare vegetables, eggs, and farinaceous dishes		/			
	Ability to provide cleanest working area		/			
	SCORE = $\frac{\text{TOTAL MARK}}{\text{TOTAL NO}}$	B7m				

PART 2. CAPACITY & AMBITION FOR ADVANCE

1. Check (✓) application (more than one section may apply)

REGRESSING	NOT LIKELY TO ADVANCE	PROGRESSING	SATISFACTORY	MAX PERFORMANCE ON JOB
		✓	✓	

2. Students reaction to review and suggestion was : (check (✓) one)

Appreciation (complete willing to strive for improvement)	Interest (Will try to follow suggestion)	Disinterest (Satisfied with present status)	Resentment (feels review is imposition)
	✓		

3. Review your rating and comments, then briefly outline what action you will take or suggest to maintain, improve or correct the behavior and output of this students as a overall evaluation grade.

Being more focused at work can improve work efficiency

Date :

Signature :



(Appraiser)



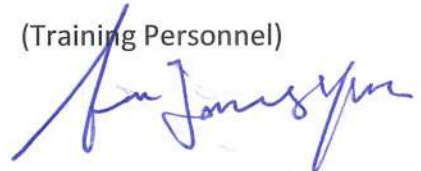
(Head of Department)



Hotel Stamp



(Training Personnel)



(Student)