

STUDENT PERFORMANCE EVALUATION

Name : Sephla
 Hotel Name of practice : Batam Marriott Hotel Harbour Bay
 Department : Kitchen Trainee
 Date of Appraisal from : 24 Jan 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 ABLITY 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	A				
	• 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	B				
	• 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>					
	CRITERIA & JUSTIFICATION	SCALE VALUE				

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No		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	A				
	• The desire and effort					
	• Willingness to accept responsibility					
5	COURTESY AND TACT					
	• Politeness , attention and respect other people (the guest fellow workers and superior)		B.			
6	TEAM WORK					
	• Demonstrate the development of effective working relationships with staff and management	A				
	• 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	A				
	• 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	A				
9	PERSONAL APPEARANCE					
	• Personal grooming, hair, shoes, comportment and general outlook	A				
10	ATTENDANTE					
	• Reliability and punctuality to be on job	A				

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	PASTRY BAKERY KNOWLEDGE & OPERATIONAL (Choose one regarding their job)					
	Prepare hot and cold dessert	-	B.	-	-	-
	Prepare and procedure yeast goods	-	-	-	-	-
	Prepare and procedure pastries		B			
	Prepare bakery products for patissiers	-	-	-	-	-
	Prepare and present gateaux, torten and cakes	A	-	-	-	-
	Prepare dessert to meet special dietary requirements	-	B.	-	-	-
	Prepare and procedure cakes	A	-	-	-	-
	Manage workplace relations	-	B.	-	-	-
	Receive and store stocks					
	Prepare and display petits fours	-	B	-	-	-
	Prepare and model marzipan	-	B.	-	-	-
	Prepare and display sugar work	-	B.	-	-	-
	Plan, prepare and display sweet buffet showpieces	-	B	B	-	-
	ability to provide cleanest working area	-	B	-	-	-
SCORE = $\frac{\text{TOTAL MARK}}{\text{TOTAL NO}}$						

PART 2. CAPACITY & AMBITION FOR ADVANCE

1. Check (v) 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 (v) 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.

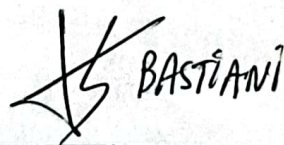
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Date :
 Signature :



(Appraiser)


 (Training Personnel)


 14/1/25


MARRIOTT
 BATAM HARBOUR BAY


 (Sephia)