

STUDENT PERFORMANCE EVALUATION

Name : NICHOLAS
 Hotel Name of practice : Sheraton Hong Kong Tung Chung Hotel
 Department : Kitchen Trainee
 Date of Appraisal from : 8 January 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	80				
	• 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	90				
	• Completion of task and performance of daily duties					
3	QUALITY OF WORK					
	• Accurate and neat care of equipment and working areas	80				
	• 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	80				
	The desire and effort					
	Willingness to accept responsibility					
5	COURTESY AND TACT					
	Politeness , attention and respect other people (the guest fellow workers and superior)	80				
6	TEAM WORK					
	Demonstrate the development of effective working relationships with staff and management	80				
	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	80				
	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	80				
9	PERSONAL APPEARANCE					
	Personal grooming, hair, shoes, comportment and general outlook	80				
10	ATTENDANTE					
	Reliability and punctuality to be on job	80				

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

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.

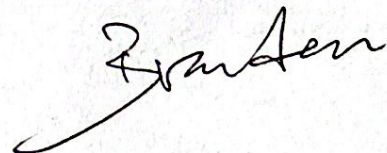
Hard worker and patience.
Overall experienced and Satisfied with his job.

Date : 8 January 2025

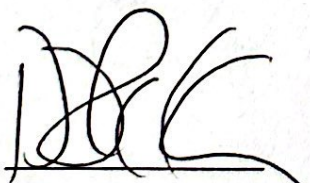
Signature :



(Appraiser)



(Training Personnel)

(Head of Department)



(Student)