

STUDENT PERFORMANCE EVALUATION

Name : Ervita
 Hotel Name of practice : Sheraton & Four Points by Sheraton Hong Kong Tung Chung Hotel
 Department : Chinese Kitchen Trainee
 Date of Appraisal from : July 24, 2024 - January 21, 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	100				
	• 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	100				
	• Completion of task and performance of daily duties					
3	QUALITY OF WORK					
	• Accurate and neat care of equipment and working areas	98				
	• Meets work quality requirement					
	• Stabllity, 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	98				
	The desire and effort					
	Willingness to accept responsibility					
5	COURTESY AND TACT					
	Politeness , attention and respect other people (the guest fellow workers and superior)	100				
6	TEAM WORK					
	Demonstrate the development of effective working relationships with staff and management	100				
	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	100				
	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	98				
9	PERSONAL APPEARANCE					
	Personal grooming, hair, shoes, comportment and general outlook	98				
10	ATTENDANTE					
	Reliability and punctuality to be on job	100				

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	98				
	Prepare and cook seafood	98				
	Prepare and cook poultry and meats	100				
	Prepare a variety of sandwiches	-				
	Present and display food products	98				
	Prepare desserts to meet special dietary requirements	98				
	Prepare and store food in a safe and hygienic manner	100				
	Prepare hot and cold dessert dishes	98				
	Receive and store stock	100				
	Prepare portion-controlled meat cuts	100				
	Prepare soups	98				
	Prepare stocks and sauces	98				
	Prepare vegetables, eggs, and farinaceous dishes	100				
	Ability to provide cleanest working area	100				
	SCORE = $\frac{\text{TOTAL MARK}}{\text{TOTAL NO}}$	$\frac{2779}{23} = 99.16$				

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)
✓			

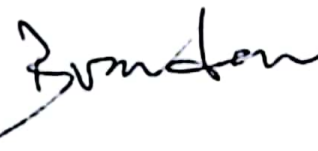
3. Review your rating and comments, then briefly outline what action you will take or suggest to maintain, improve or correct the behavior and output of this students as a overall evaluation grade.

Hand Workly
 Over all average and experience
 nice Team Player

Date : 13-01-2025

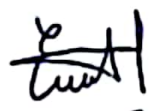
Signature :


 (Appraiser)


 (Training Personnel)




 (Head of Department)


 (Student)