



STUDENT PERFORMANCE EVALUATION

Name : Heryatul Azizah Zaein
 Hotel Name of practice : W Hong Kong
 Department : Kitchen Service
 Date of Appraisal from : 23 July 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 KNOWLEDGE					
	• Understand all aspect of work at outlet of practice assigned	95				
	• 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	95				
	• Completion of task and performance of daily duties					
3	QUALITY OF WORK					
	• Accurate and neat care of equipment and working areas	90				
	• 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	90				
5	COURTESY AND TACT					
	Politeness, attention and respect other people (the guest fellow workers and superior)	95				
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	95				
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	90				
8	APPLIED TECHNOLOGY					
	Ability to use machines and equipment found in the workplace	85				
9	PERSONAL APPEARANCE					
	Personal grooming, hair, shoes, comportment and general outlook	95				
10	ATTENDANCE					
	Reliability and punctuality to be on job	85				



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		A (80 - 100)	B (68 - 79.99)	C (56 - 67.99)	D (45 - 55.99)	E (0 - 44.99)
11	WAITER AND BANQUETTE KNOWLEDGE & OPERATIONAL (Chosen one regarding their job)					
	Technical Selling Product					
	Clean and Tidy Restaurant					
	Provide table service					
	Prepare and serve coffee or tea	95				
	Prepare and serve wine					
	Receive, control and store stock					
	Ability to communicate on the telephone					
	Ability to work with colleagues and customers					
	Ability to process lost and found					
	Ability to deal communication and handling conflict					
	Ability process receive and store goods from guest					
	Ability to provide cleanliness working area					
	SCORE = $\frac{\text{TOTAL MARK}}{\text{TOTAL NO}}$	91.8				



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
			v	

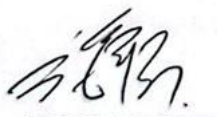
2. Students reaction to review and suggestion was : (check (v) one)

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

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.

Thank you for your hard-working and appreciate your motive to learn as much as we can provide. All the best and hope to see you soon in HK!

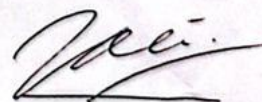
Date : 23 Jul 2025
Signature :


(Appraiser)


(Head of Department)




(Training Personnel)


Heryatul Azizah Zaein