

STUDENT PERFORMANCE EVALUATION

Name : Jeslin
 Hotel Name of practice : Regent Hong Kong
 Department : R&B - Harbourside
 Date of Appraisal from : 2nd June, 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 KNOWLEDGE	85				
	• 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	85				
	• Output of work has be done					
	• Completion of task and performance of daily duties					
3	QUALITY OF WORK	85				
	• Accurate and neat care of equipment and working areas					
	• Meets work quality requirement					
	• Stability, persistence, orderliness constant work under pressure					
		80				

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		A (80 -100)	B (68 -79.99)	C (56-67.99)	D (45-55.99)	E (0-44.99)
B. CHARACTER						
4	MOTIVATION	85				
	• Enthusiasm towards job and effort to acquire necessary information to perform duties					
	• The desire and effort					
	• Willingness to accept responsibility	85				
5	COURTESY AND TACT	90				
	• Politeness, attention and respect other people (the guest fellow workers and superior)	90				
6	TEAM WORK	85				
	• 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	85				
7	COMMUNICATION	85				
	• 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	85				
8	APPLIED TECHNOLOGY	85				
	• Ability to use machines and equipment found in the workplace	85				
9	PERSONAL APPEARANCE	90				
	• Personal grooming, hair, shoes, comportment and general outlook	90				
10	ATTENDANCE	95				
	• Reliability and punctuality to be on job	95				

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11	WAITER AND BANQUETTE KNOWLEDGE & OPERATIONAL (Chosen one regarding their job)					
	Technical Selling Product	85				
	Clean and Tidy Restaurant	100				
	Provide table service	90				
	Prepare and serve coffee or tea	95				
	Prepare and serve wine	80				
	Receive, control and store stock					
	Ability to communicate on the telephone					
	Ability to work with colleagues and customers	85				
	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	100				
	SCORE = $\frac{\text{TOTAL MARK}}{\text{TOTAL NO}}$	90.7				

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
			√	

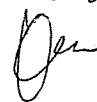
2. Students reaction to review and suggestion was : (check (√) one)

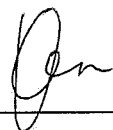
Appreciation (complete willing to strive for improvement)	Interest (Will try to follow suggestion)	Disinterest (Satisfied with present status)	Resentment (feels review is imposition)
√			

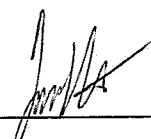
3. Review your rating and comments, then briefly outline what action you will take or suggest to maintain, improve or correct the behavior and output of this students as an overall evaluation grade.

Jeslin demonstrated a positive attitude towards her Internship program at Harbourside. She managed to prepare and serve coffee and tea for 400 up covers breakfast. It is suggested that Jeslin pursue her career in Food and Beverage fields.

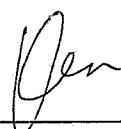
Date : 2-6-2025

Signature : 


 (Appraiser)


 (Training Personnel)

Hotel Stamp


 (Head of Department)


 (Student)