

STUDENT PERFORMANCE EVALUATION

Name : NADA FARADISA
 Hotel Name of practice : Grand Keisha Yogyakarta
 Department : FB Service
 Date of Appraisal from :

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					
	• Understand all aspect of work at outlet of practice assigned	80	79			
	• Knowledge of facilities and equipment at outlet of practice assigned					
	• Mastery of English (written and oral)		79			
2	QUANTITY OF WORK					
	• Output of work has be done		78			
	• Completion of task and performance of daily duties		79			
3	QUALITY OF WORK					
	• Accurate and neat care of equipment and working areas		79			
	• Meets work quality requirement		79			
	• Stability, persistence, orderliness constant work under pressure		79			

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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					
	• Enthusiasm towards job and effort to acquire necessary information to perform duties	80	79			
	• The desire and effort		79			
	• 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		79			
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		79			
8	APPLIED TECHNOLOGY					
	• Ability to use machines and equipment found in the workplace		79			
9	PERSONAL APPEARANCE					
	• Personal grooming, hair, shoes, comportment and general outlook	80				
10	ATTENDANCE					
	• Reliability and punctuality to be on job	80				

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	WAITER AND BANQUETTE KNOWLEDGE & OPERATIONAL (Chosen one regarding their job)		78			
	Technical Selling Product		78			
	Clean and Tidy Restaurant		79			
	Provide table service		79			
	Prepare and serve coffee or tea		79			
	Prepare and serve wine					
	Receive, control and store stock		78			
	Ability to communicate on the telephone		78			
	Ability to work with colleagues and customers		79			
	Ability to process lost and found		78			
	Ability to deal communication and handling conflict		77			
	Ability process receive and store goods from guest		76			
	Ability to provide cleanliness working area		78			
	SCORE = $\frac{\text{TOTAL MARK}}{\text{TOTAL NO}}$	78.83				

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.

increase familiarity and family ties with colleagues, guests
and relations because you will be able to gain broader experience

Date :

Signature :

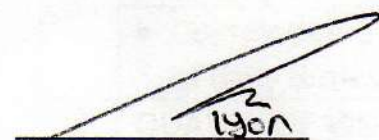

 Thomas

(Appraiser)


 Fronsiscus. A.

(Training Personnel)


 HOTEL
GRAND KEIS
 YOGYAKARTA


 1901

(Head of Department)


 Nada Faradisa

(Student)