

STUDENT PERFORMANCE EVALUATION

Name : Steven Philip
 Hotel Name of practice : Four points by Sheraton Hong Kong
 Department : F&B Tung Chung kitchen
 Date of Appraisal from : 15/07/25

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

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B. CHARACTER						
4	MOTIVATION		✓ 79			
	• Enthusiasm towards job and effort to acquire necessary information to perform duties		✓ 79			
	• The desire and effort		✓ 79			
	• Willingness to accept responsibility		✓ 79			
5	COURTESY AND TACT					
	• Politeness, attention and respect other people (the guest fellow workers and superior)	✓ 85				
6	TEAM WORK		✓ 79			
	• Demonstrate the development of effective working relationships with staff and management		✓ 79			
	• Demonstrate an ability to listen to others, actively contribute to the team and demonstrate flexibility in adapting to team priorities		✓ 79			
7	COMMUNICATION		✓ 79			
	• Demonstrate and understanding of various customers enquiries and communicate these accurately when referring the matter, as appropriate		✓ 79			
	• 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		✓ 79			
	• Ability to use machines and equipment found in the workplace					
9	PERSONAL APPEARANCE	✓ 85				
	• Personal grooming, hair, shoes, comportment and general outlook	✓ 90				
10	ATTENDANCE	✓ 90				
	• Reliability and punctuality to be on job	✓ 90				



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11	WAITER AND BANQUETTE KNOWLEDGE & OPERATIONAL (Chosen one regarding their job)		✓79			
	Technical Selling Product			✓67		
	Clean and Tidy Restaurant		✓79			
	Provide table service		✓79			
	Prepare and serve coffee or tea			✓67		
	Prepare and serve wine			✓67		
	Receive, control and store stock		✓79			
	Ability to communicate on the telephone			✓67		
	Ability to work with colleagues and customers			✓67		
	Ability to process lost and found		✓79			
	Ability to deal communication and handling conflict			✓67		
	Ability process receive and store goods from guest			✓67		
	Ability to provide cleanliness working area		✓79			
	SCORE = $\frac{\text{TOTAL MARK}}{\text{TOTAL NO}}$	78.025				

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.

Steven's performance is average and need improve 2 important points:
 ① Emotional Control ② Balance of efficiency and safety

Date : 15/07/25
 Signature : *Jef*

Jef Sambo
 (Appraiser)



Jef Sambo
 (Training Personnel)

[Signature]
 (Head of Department)

Jef
 (Student)