

STUDENT PERFORMANCE EVALUATION

Name : Viviana
 Hotel Name of practice : Entrepreneurship (Rekognisi Magang) Karya Permata
 Department : Administration and Finance
 Date of Appraisal from : 21 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 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	✓				
	• 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	✓				
	• Completion of task and performance of daily duties	✓				
3	QUALITY OF WORK					
	• Accurate and neat care of equipment and working areas	✓				
	• Meets work quality requirement		✓			
	• Stability, persistence, orderliness constant work under pressure	✓				

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	✓				
5	COURTESY AND TACT					
	• Politeness , attention and respect other people (the guest fellow workers and superior)	✓				
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	✓				
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		✓			
8	APPLIED TECHNOLOGY					
	• Ability to use machines and equipment found in the workplace	✓				
9	PERSONAL APPEARANCE					
	• Personal grooming, hair, shoes, comportment and general outlook	✓				
10	ATTENDANCE					
	• Reliability and punctuality to be on job		✓			
	SCORE = <u>TOTAL MARK</u> TOTAL NO					

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)

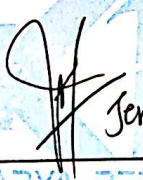
Appreciation (complete willing to strive for improvement)	Interest (Will try to follow suggestion)	Disinterest (Satisfied with present status)	Resentment (feels review is imposition)
✓			

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.

You have proven to be a reliable, a detailed oriented and hardworking employee. We appreciate your knowledge and positive attitude towards the Business.

Date : 21 July 2025

Signature : 


 Jeni
 (Head of Department)


 Veviana
 (Student)