



P A D M A
SEMARANG



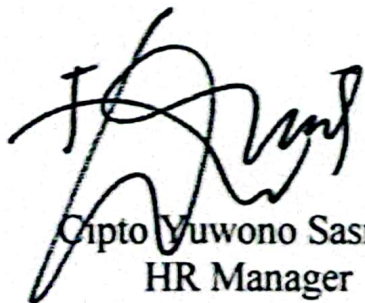
CERTIFICATE

is awarded to

Selpi Br Panjaitan

In recognition of the successful completion of the six (6) months training program at
Housekeeping

From 1 August 2024 – 31 January 2025



Cipto Yuwono Sasmito
HR Manager



P A D M A
SEMARANG
Yani Suwanda
General Manager

Training Evaluation

Period : 1 August 2024 – 31 January 2025

Name of Trainee : Selpi Br Panjaitan

School/ Institution : Batam Tourism Polytechnic

Department : Housekeeping

Section : Room

NO	Evaluation Items	Excellent (81-100)	Good (61-80)	Fair (41-60)	Poor (0-40)
Professional Aspect					
1	Job Knowledge	95			
2	Attitude and behavior towards job	89			
3	Ability to do the task	90			
4	Creativity to do the task	87			
5	Accuracy of job performance	90			
6	Efficiency and effectiveness	90			
7	"10 Basics" implementation	90			
Personal Aspect					
1	Personal appearance	90			
2	Eagerness and enthusiasm	90			
3	Initiative	90			
4	Discipline	95			
5	Spirit of working	90			
Social Aspect					
1	Friendliness	90			
2	Communication skill	90			
3	Team work	90			
AVERAGE AVG = $\frac{\text{Total Score}}{15}$		$\text{AVG} = \frac{1356}{15} = 90.4$			
Supervisor Comment (filled by Supervisor) - good job - keep improve your job knowlage					
Evaluated By  Ilham Nimo			Evaluation Date		

Personal Record

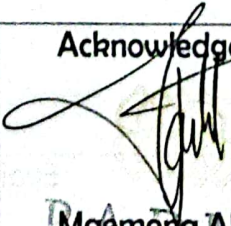
Attendance Record *(filled by HR)*

NO	Type	Day (s)	Remarks
1	Late In / Coming Late	0	
2	Leave Early	0	
3	Sick Leave	0	
4	Attend Trainee Gathering	0	
5	No Absent	0	

Award and Disciplinary Record *(filled by HR)*

NO	Type	Total
Award		
1	Guest mention on TrustYou and or TripAdvisor	0
2	Honesty	0
Disciplinary		
1	DTC Record / Special Attention Trainee (SAT)	0
2	Reprimand Letter from DTC and DH	0

Department Comment *(filled by DTC and or DH concern)*

Department Comment <i>(filled by DTC and or DH concern)</i>		
Prepared by  HR Officer	Evaluated By  Arip Zaenuri Department Head	Acknowledged by  Maemona Ahlisa Training Coordinator