



STUDENT PERFORMANCE EVALUATION

Name : Khelin Kristina
Hotel Name of practice : Hong Kong Skycity Marriott Hotel
Department : F&B - Kitchen
Date of Appraisal from : 6 January 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 ABILITY AND APPLICATION

Please give into application section:

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N o	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 KNOWLADGE					
	● 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					

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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	✓				
	• 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	ATTENDANTE					
	• Reliability and punctuality to be on job	✓				

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	<u>KITCHEN KNOWLEDGE</u> (Choose one regarding their job)					
	Apply basic techniques cutting of commercial cookery		✓			
	Prepare and cook seafood			✓		
	Prepare and cook poultry and meats			✓		
	Prepare a variety of sandwiches		✓			
	Present and display food products			✓		
	Prepare desserts to meet special dietary requirements	✓				
	Prepare and store food in a safe and hygienic manner			✓		
	Prepare hot and cold dessert dishes	✓				
	Receive and store stock			✓		
	Prepare portion-controlled meat cuts			✓		
	Prepare soups			✓		
	Prepare stocks and sauces			✓		
	Prepare vegetables, eggs, and farinaceous dishes		✓			
	Ability to provide cleanest working area		✓			
	SCORE = $\frac{\text{TOTAL MARK}}{\text{TOTAL NO}}$	78				

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.

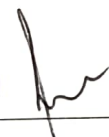
Khelin works diligently and responsibly. She is proactive and has good relationships with others. She could complete tasks assigned to her.

Date :

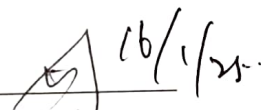
Signature :


(Appraiser)




(Training Personnel)

Hotel Stamp


(Head of Department)


(Khelin kristina)

APPROVAL SHEET

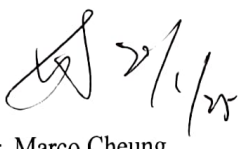
ON THE JOB TRAINING REPORT

In partial fulfillment of the first internship program of Batam Tourism Polytechnic's *Culinary Management* in Hong Kong SkyCity Marriott hotel with a period starting from 6th August 2024 until 24th January 2025, this report has been prepared and submitted by:

Name: Khelin Kristina

Student Number: 2023030031

Hong Kong, 7th January 2025

Approved and authorized by		
Human Resources Department  Ms. Rita Wong	Executive Chef  Mr. Marco Cheung	Head of study program Ms. Rosie Oktavia P.R, SE., MM. Par NIDN: 1007109204
OJT Report advisor Ms. Kamelia Santika, A.Md NIDN : 2210360	On The Job coordinator / Batam Tourism Polytechnic Mr. Khatir NIK: 2208356	