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#### **APPENDIX**

## 1. Internship Certificate



## CERTIFICATE

Name : Cathlyn Salim

Place/ date of birth : Surabaya, 23 May 2001

Student of : Ottimmo International

Has successfully completed the job training at de Soematra 1910

Periode : February 07, 2022 to August 06,2022

Departement : FOOD & BEVERAGE PRODUCT (KITCHEN)

During the above training she has performed her job to our entrie satisfaction.

Surabaya, August 06, 2022

Galih Permadi

HR de Soematra 1910

Jalan Sumatera No 75 Surabaya T: +62 315010666 F:+62 315023666

## 2. Internship Appraisal Form

Internship Appraisal Form	IER & PATISERI
INTERNSHIP PLACE: De soematra 1810  First Name Cathlyn Last Name Salim.	SIONAL FIRMING A PASIEV ARTS
Review Period/s: Monthly Quarterly Bi-annualy Annually Date Joining: 7 Februari 2022.  Intern's Position: Cold Kitchen, Hot Kitchen, Department: F & B Kitchen.	
REVIEW DATE : Direct Supervisor :	x
GRADING FACTORS	
ORGANIZATIONAL & COMMUNICATION  Staffs Relations	
Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.  Creates friendly environment.	3
Team Player	
Cooperates and works well with others. Enthusiastic, portrays s positive manner and Works toward the Company's goal/s.	3
Follow -Through	
Sees tasks through completion. Finishes work so that next shift is prepared.	3
2. CUSTOMERS INTERACTIONS	
Customer Relations (*if any)	
Consistently demonstrates: attentive, courtesy and efficient service to customers.  Treat customers with Considerations and Respects	3

# 3. PERSONAL PRESENTATIONS

## **Grooming Standards**

Pratices and displays proper grooming, personal hygiene and care.

Maintains hair and facial hair (\*if any) per proper F&B industrial standards

Uniforms

3

Always wear the proper and designated uniform.

3

### 4. ON THE JOB & KNOWLEDGE

### Dependability

Can be counted upon to do what is expected and required Follow instructions and completes work on time with minimum supervision

3

#### **Work Quality**

Work performed according to Chef's standard and on-site work requirements All job descriptions specification are met. Consistency in work. All recipes are followed Ź

#### **Work Quantity**

Complete the expected amount of work in relation to Company's standards

3

#### **Grading Guidelines.**

#### Using the 4 point scale below, fill up the following table:

- 4 Exceeds expectations
- 3.5 Somewhat Exceeds Expectations
- 3 Meets expectations
- 2.5 Somewhat meets expectations
- 2 Less than expectations
- 1.5 Somewhat less than expectations
- 1 Inadequately short of expectations

## III. SIGNATURES

On-Site Manager/Owner/Chef
Signature & Stamp: Dated It Agustus 2022
The Intern
Signature:
OTTIMMO International MaiterGourmet Academy
Signature & Stamp: Dept Head Student Affairs

	·	
FOTAL POINTS	PERFORMANCE SUMMARY * to be filled by OTTIMMO International	
RATING 3		
	ACTION PLANS FOR DEVELOPMENT NEEDS	
I		
2		
3	*.	
4		
5		

#### 3. Revise Form

Jumat, 30 September 2022/17.00-18.00



Student Name Student Number : Cathlyn Salim : 1974130010032

Exam Day & Date Lecture : Jumat, 30 September 2022

: Novi Indah Permata Sari, S.T., M.Sc

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Acknowledge, Advisor

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(Heni Adhianata, S.T.P., M.Sc) 19900613 1402 016



Student Name Student Number : Cathlyn Salim : 1974130010032

Exam Day & Date Lecture : Jumat, 30 September 2022 : Michael Valent, A.Md.Par.

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(Heni Adhianata, S.T.P., M.Sc) 19900613 1402 016



Student Name Student Number

: Cathlyn Salim : 1974130010032

Exam Day & Date

: Jumat, 30 September 2022

Lecture

: Heni Adhianata, S.T.P., M.Sc

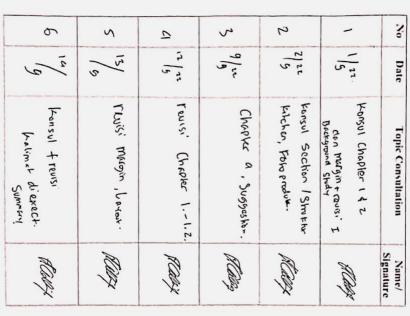
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Acknowledge, Advisor

(Heni Adhianata, S.T.P., M.Sc) 19900613 1402 016

#### 4. Consultation Form





CONSULTATION FORM INDUSTRIAL TRAINING / FOODPRENEURSHIP

Name Student Number Advisor

. Cathlyn Salim.

197a13b01b032. Heni Adhianata

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