

## APPENDIX



Picture 23. Apéritif's Staff Team (Personal Document, 2020)



Picture 24. Apéritif's Kitchen Team (Personal Document, 2020)

# Internship Appraisal Form



INTERNSHIP

PLACE: Apéritif Restaurant and Bar, Bali

First Name Venna Last Name Kartika

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining  
: 13 January 2020

Intern's Position : \_\_\_\_\_ Department : \_\_\_\_\_

REVIEW DATE : 10 August 2020 Direct Supervisor : Shindy Setiawan x

## GRADING FACTORS

### 1. 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. PERSONAL PRESENTATIONS

#### Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

3

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

#### Uniforms

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

2.5

Follow instructions and completes work on time with minimum supervision

#### Work Quality

Work performed according to Chef's standard and on-site work requirements

3

All job descriptions specification are met. Consistency in work. All recipes are followed

#### Work Quantity

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

2.5

#### 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

**Discussions/Notes;**

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**PERFORMANCE SUMMARY** \* to be filled by OTTIMMO International

TOTAL POINTS \_\_\_\_\_


RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**


1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**III. SIGNATURES**


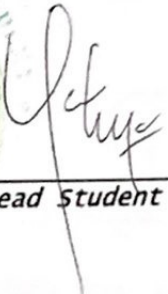
**On-Site Manager/Owner/Chef**

Signature & Stamp:  \_\_\_\_\_ Dated 10 August 2020

**The Intern**

Signature:  \_\_\_\_\_ Dated 10 August 2020

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp:   \_\_\_\_\_ Dated 3 SEPT 2020  
*Dept. Head Student Affairs*