

# Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

## INTERNSHIP

PLACE: BLANCO PAR MANDIF

First Name \_NUR AZIZAH NURUL AINI

Last Name \_\_\_\_\_

Review Period/s :  Monthly     Quarterly     Bi-annualy     Annually    Date Joining  
: \_\_\_\_\_

Intern's Position : \_COMMIS

Department : F&B PRODUCTION

REVIEW DATE : \_25 JULY 2020

Direct Supervisor : \_MARDIKHA HOMAN

x

## GRADING FACTORS

### 1. ORGANIZATIONAL & COMMUNICATION

#### Staffs Relations

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.  
Creates friendly environment.

3.5

#### Team Player

Cooperates and works well with others. Enthusiastic, portrays s positive manner and  
Works toward the Company's goal/s.

3,5

#### Follow -Through

Sees tasks through completion. Finishes work so that next shift is prepared.

3,5

### 2. CUSTOMERS INTERACTIONS

#### Customer Relations (\*if any)

Consistently demonstrates: attentive, courtesy and efficient service to customers.  
Treat customers with Considerations and Respects

3,5

### 3. PERSONAL PRESENTATIONS

#### Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

3,5

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

#### Uniforms

Always wear the proper and designated uniform.

3,5

### 4. ON THE JOB & KNOWLEDGE

#### Dependability

Can be counted upon to do what is expected and required

3,5

Follow instructions and completes work on time with minimum supervision

#### Work Quality

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

3,5

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

3,5

#### 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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AZIZAH HAS SHOWN VERY GOOD JOB DURING HER TIME IN BLANCO PAR MANDIF.

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PERFORMANCE SUMMARY \* to be filled by OTTIMMO International

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

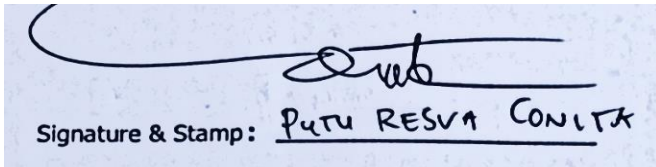
RATING \_\_\_\_\_

ACTION PLANS FOR DEVELOPMENT NEEDS

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

III. SIGNATURES

On-Site Manager/Owner/Chef



Signature & Stamp: PUTU RESVA CONITA

Dated 25 JULY 2020

The Intern

Signature : \_\_\_\_\_

Dated \_\_\_\_\_

OTTIMMO International MasterGourmet Academy

Signature & Stamp : \_\_\_\_\_  
Dept. Head Student Affairs

Dated \_\_\_\_\_