

Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
CUISINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

INTERNSHIP

PLACE: SHERATON SURABAYA HOTEL & TOWERS

First Name VERIDIANA VASHTI Last Name EGUSTAFT

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

Intern's Position : _____ Department : GARDE MANGER

REVIEW DATE : 1st OCTOBER 2021 Direct Supervisor : KURNIA FITRI UTAMI X

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

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

3,4

Team Player

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

3,4

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.

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

4

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

Follow instructions and completes work on time with minimum supervision

3,2

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

3

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

Discussions/Notes;

Vasti is nice girl, comunicative, strong in work paper, english & design.

Vasti has a good grooming, always come to work on time, discipline,

and be able to served the guest, but for the product quality still

need supervise to make perfect. still need improved for the menu

and presentation. Overall is good for performance.

good job → vasti

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

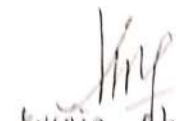
RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

1. _____
2. _____
3. _____
4. _____
5. _____

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp: 
Kevin Ali Utami

Dated 1 - October 2021

The Intern

Signature: 
VERIDIANA WASTHI BOUSTAFT

Dated 1st OCTOBER 2021

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____
Dept. Head Student Affairs

Dated _____