

# Internship Appraisal Form



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

INTERNSHIP

PLACE : WHEN YOU FIND US

First Name: KEVIN Last Name: TIMOTHY JUMALIE

Review Period/s :  Monthly  Quarterly  Bi-annualy  Annually Date Joining  
: DECEMBER 5, 2020

Intern's Position : COOK Department : HOT KITCHEN

REVIEW DATE : JUNE 5, 2021 Direct Supervisor : DICK DERIAN

## GRADING FACTORS

### 1. ORGANIZATIONAL & COMMUNICATION

#### Staffs Relations

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

4

#### Team Player

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

4

#### Follow -Through

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

4

### 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

4

Follow instructions and completes work on time with minimum supervision

#### Work Quality

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

4

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

4

#### 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;**

KEVIN TIMOTHY JUMALIE HAD ACCOMPLISHED HIS INTERNSHIP VERY WELL. HE DONE HIS JOB WELL AND ALWAYS FOLLOW OUR PRODUCTION STANDARD RESPONSIBLY. HIS TEAMWORK SKILLS AND COMMUNICATION ALSO GREAT. WE HOPE KEVIN HAS THE BEST LUCK IN THE FUTURE. THANK YOU AND GOOD LUCK, KEVIN!

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

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

RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**

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

**III. SIGNATURES**

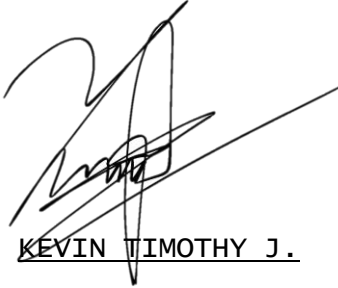
**On-Site Manager/Owner/Chef**



Signature & Stamp: DICK DERIAN W.

Dated JUNE 5, 2021

**The Intern**



Signature: KEVIN TIMOTHY J.

Dated JUNE 5, 2021

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp: \_\_\_\_\_

*Dept. Head Student Affairs*

Dated \_\_\_\_\_