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## APPENDIX

### 1. Certificate Accomplishment



## 2. Consultation Form



Akademi Kuliner & Pastry  
**OTTIMMO**  
 INTERNASIONAL

### CONSULTATION FORM INDUSTRIAL TRAINING / FOODPRENEURSHIP

Name : Rahma Peresya Nugroho  
 Student Number : 1974130010073  
 Advisor : Heri Aeminda, STP, MSc

| No | Date      | Topic Consultation  | Name/<br>Signature              |
|----|-----------|---|---------------------------------|
| 1  | 2/6/2022  | Chapter 1 -<br>Chapter 4  | Heri<br><i>[Signature]</i>      |
| 2  | 3/6/2022  | Executive<br>Summary - Chapter 4<br>(online)                                  | <i>[Signature]</i><br>Mrs. Heri |
| 3  | 6/6/2022  | Acknowledgement, Plagiarism<br>Statement, Bibliography, Chapter 1<br>(online) | <i>[Signature]</i><br>Mrs. Heri |
| 4  | 15/6/2022 | Presentation<br>Materials   | <i>[Signature]</i><br>Mrs. Heri |
| 5  | 15/6/2022 | Signature<br>Approval 1   | <i>[Signature]</i><br>Mrs. Heri |
| 6  | 15/6/2022 | Presentation<br>Materials   | <i>[Signature]</i><br>Mrs. Heri |

| No | Date      | Topic Consultation         | Name/<br>Signature              |
|----|-----------|----------------------------|---------------------------------|
| 7  | 15/6/2022 | Acknowledgement            | <i>[Signature]</i><br>Mrs. Heri |
| 8  | 15/6/2022 | Title                      | <i>[Signature]</i><br>Mrs. Heri |
| 9  | 15/6/2022 | Conclusion                 | <i>[Signature]</i><br>Mrs. Heri |
| 10 | 15/6/2022 | Approval 1                 | <i>[Signature]</i><br>Mrs. Heri |
| 11 | 15/6/2022 | Ch 1 - objective           | <i>[Signature]</i><br>Mrs. Heri |
| 12 | 15/6/2022 | details of food<br>Product | <i>[Signature]</i><br>Mrs. Heri |

### 3. Appraisal Form

**Internship Appraisal Form**

AKADEMI KULINER & PATISERI  
**OTTIMMO**  
INTERNASIONAL

INTERNSHIP  
PLACE: Villa Hotel Sumatera / James Brazilian Churcharoria  
First Name: Rohan Last Name: Prasetyo Nugroho  
Review Period:  Monthly  Quarterly  Bi-annually  Annually Date Joining: 17 JANUARY 2022  
Intern's Position: Preparation Department: Food & Beverage Produce  
REVIEW DATE: 17 JULI 2022 Direct Supervisor: \_\_\_\_\_

**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 a 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. 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

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### 4. Appraisal Form

**3. PERSONAL PRESENTATIONS**

**Grooming Standards**

Practices and displays proper grooming, personal hygiene and care. 3.7  
Maintains hair and facial hair (\*if any) per proper F&B industrial standards  
**Uniforms**  
Always wear the proper and designated uniform. 2.7

**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 3.7

**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 4

**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

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## 5. Appraisal Form

Discussions/Notes:

Need to learn alot of things about the kitchen knowledge to improve himself on his career in the kitchen.

As for now he is a good kitchen team player and good cook in the work place, practical on shift work and helped to other just keep it up the good work and keep learning something new.

PERFORMANCE SUMMARY \* to be filled by OTTIMO International

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

RATING \_\_\_\_\_

ACTION PLANS FOR DEVELOPMENT NEEDS

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_


5. \_\_\_\_\_

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## 6. Appraisal Form

III. SIGNATURES


On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 17/7/2022

The Intern

Signature:  Dated 17/7/2022

OTTIMO International Master Gourmet Academy

Signature & Stamp:  Dated 8/8/2022

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