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APPENDIX

Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO
INTERNASIONAL
ESTABLISHED 2011 | GUNUNGREJO | SURABAYA | EAST JAVA | INDONESIA

INTERNSHIP PLACE: Hotel Tentrem Semarang

First Name Lionel Last Name Aaron

Review Period/s: Monthly Quarterly Bi-annually Annually Date Issued
3 January 2022

Intern's Position: _____ Department: Food and Beverage Product

REVIEW DATE: 8/7/2022 Direct Supervisor: Dicky Kurniawan

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 a 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 3.5

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

3

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
Follow instructions and completes work on time with minimum supervision

3.5

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;

Lionel is one of my fav trainees here. He is humble, always give a hand when I need help. Good luck for you, and Hope can meet in other property

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

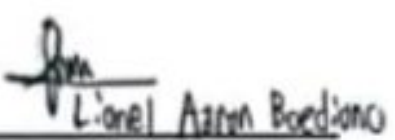
1. _____
2. _____
3. _____
4. _____
5. _____

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 8/7/2022

The Intern

Signature:  Dated 8/7/2022

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____ Dated _____
Dept. Head Student Affairs



RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Lionel Aaron Boediono
 Study Program : Culinary Internship
 Placement of Industrial Training : Hotel Tentrem Semarang
 Field of Work : Kayu manis kitchen and executive lounge kitchen
 Activity Notes : Month VIII/III/IV/V/VI

Week	Description of Activities	Signature
1	learn how to take care the noodle station buffet and make nigiri sushi.	
2	learn how to roll and make sushi. Also learn how to take care of bako ran station.	
3	learn about evening cocktail in ex lounge and the set up.	
4	learn how to prepare and finishing before service in evening cocktail.	
5	learn about the breakfast buffet in ex lounge and the set up.	
6	learn the a la carte at ex lounge and the condiment and plating of ayam kohlen, tentrem fried rice.	
7	learn all the breakfast a la carte at ex lounge. and learn how to make various a la carte dish at "EL".	
8	learn how to make evening cocktail salad product and how to garnish.	
9	learn how to make caesar dressing, lemon dressing, tentrem dressing, and italian dressing.	
10	learn how to make various type of pizza, concase, and bolognese sauce.	
11	learn how to make maranggi sauce, sesame dressing, asian spring roll, pesto, and peanut sauce.	
12	learn how to use wok, make tentrem fried rice, and mie goreng gawz.	
13	learn about iftar buffet, the set up, and how to carve meat.	
14	learn how to prep for the iftar buffet. make salsa sauce, and teppan sauce.	
15	learn how to take care of the teppan yakhi, grill and seafood on ice at iftar buffet.	
16	learn how to make tentrem meat patty, king burger, and tahu gimbal.	
17	learn how to take care the pasta station and sashimi station at tentrem bbq and how to make yakitori.	
18	learn how to set up the evening cocktail alone without the staff help.	
19	learn the mentality and responsibility of taking care a shift and prep better for possibly crowded buffet.	



CERTIFICATE OF INTERNSHIP

This is to certify that

Lionel Aaron Boediono

successfully completed Internship Program with

Hotel Tentrem Semarang

In Food & Beverage Product

04 January 2022 – 03 July 2022

Semarang, 04 July 2022


Iwan Setiawan
Training Manager


Katharina P
Director of Human Resources



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Alumni Kuliah & Prakerin
OTTIMO
INTERNASIONAL

**CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP**

Name : Lionel Aron Boelimo
Student Number : 197413001003
Advisor : Arya Prita Sudjaja, S.E.

No	Date	Topic Consultation	Name/ Signature
1	8/3/2022	How to Make executive Summary and Prater Introduction	
2	8/4/2022	The difference of local and abroad Internship	
3	8/5/2022	How to do Chapter 1 of the report	
4	8/6/2022	How to do Chapter 2 of the report	
5	8/7/2022	How to do Chapter 3 of the report	
6	8/8/2022	How to do Chapter 4 of the report	

No	Date	Topic Consultation	Name/ Signature
7	8/9/2022	how to stay collected to colleague after internship end	
8	8/10/2022	how to prepare for internship abroad	
9	8/11/2022	System of the report presentation	
10	8/12/2022	System of submitting the finalized report	

Photo Crew Member



