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## APPENDIX



*Figure 40. Training Session (personal documentation)*



*Figure 41. Head Chef's Birthday (personal documentation)*



*Figure 42. Keeping Ifiar Stall (personal documentation)*



*Figure 43. Trainee's Last Day (personal documentation)*

LAFAYETTE/HR-002/IX/2022



awards this certificate to

**KARTIKA EGA DIOTRI**  
**OTTIMMO INTERNATIONAL Surabaya**

Has successfully completed On the Job Training Program  
from 17<sup>th</sup> January 2022 to 17<sup>th</sup> July 2022  
in Food and Beverage Product

Yogyakarta, 18<sup>th</sup> July 2022



**Lafayette**  
BOULIQUE HOTEL  
YOGYAKARTA  
Director

Scanned with CamScanner

Figure 44. Internship Certificate





## On The Job Training Evaluation Form

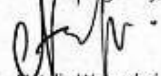
Name Of Trainee : Kartika Ega Diotri  
 Student of : Ottimmo International Surabaya  
 Period of OJT : 17<sup>th</sup> January 2022 – 17<sup>th</sup> July 2022  
 Department : Food and Beverage Product

EVALUATION POINTS	1	2	3	4
	Do not meet expectation	Standard	Good	Outstanding
Appearance			3.50	
Attitude toward supervisors and colleagues				3.65
Adaptability to the work environment			3.50	
Learning ability			3.50	
Communication ability				3.80
Knowledge Of Job obtained			3.50	
Attendance Record			3.00	
Sub total			17.00	7.45
Total score	24.45			
Category of Achievement	Excellent			

Evaluated by,

  
 Nurzaeni Ependi  
 Executive Chef

Acknowledged by,

  
 Natalia Wujandari  
 HR Coordinator

Note : 24 - 28 : Excellent , 18 - 23 : Good , 13 - 18 : Meet Standard

Figure 45. Internship Grade

# Internship Appraisal Form



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

INTERNSHIP  
PLACE: LAFAYETTE BOUTIQUE HOTEL TOGYAKARTA

First Name KARTIKA EGA Last Name DIOTRI

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining  
: JANUARY 13<sup>th</sup> 2022

Intern's Position : \_\_\_\_\_ Department : KITCHEN

REVIEW DATE : JULY 18<sup>th</sup> 2022 Direct Supervisor : ANGGA DWI A. 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 a 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

### 2. CUSTOMERS INTERACTIONS

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

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

3

Figure 46. Appraisal Form

**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

3.5

**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

3.5

**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

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

Figure 47. Appraisal Form



**Discussions/Notes;**

Untuk kelengkapan materi yang di berikan dapat di pelajari dengan baik, hanya perlu di pelajari lebih dalam lagi,

seperti turunan-turunan dari mother sauce & nama-nama equipment dalam bahasa katec.

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

TOTAL POINTS 31.5

RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**

1. Pelajari lagi macam-macam turunan mother sauce.
2. Tingkatkan lagi kecepatan preparations
3. Tingkatkan lagi clean as you go
4. Pahami menu sebelum melakukan preparations
5. \_\_\_\_\_

Figure 48. Appraisal Form

**III. SIGNATURES**

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



Signature & Stamp: [Signature]  
BOUTIQUE HOTEL  
YOGYAKARTA

Dated 18 - Juli - 2022

**The Intern**



Signature: KARTIKA EGIA DIOTEI

Dated JULY 18<sup>th</sup> 2022

**OTTIMMO International MasterGourmet Academy**



Signature & Stamp: [Signature]  
Dept. Head Student Affairs

Dated \_\_\_\_\_

Figure 49. Appraisal Form



Akademik Kuliner & Pariwisata  
**OTTIMO**  
 INTERNASIONAL

CONSULTATION FORM  
 INDUSTRIAL TRAINING /  
 FOODPRENEURSHIP

Name : ..... Kartika .....  
 Student Number : .....  
 Advisor : Chef Anya .....

No	Date	Topic Consultation	Name/ Signature
18/7		bimbingan chapter 1	<i>Ks</i>
27/7		bimbingan chapter 2	<i>Ks</i>
19/9		bimbingan chapter 3 & 4	<i>Ks</i>
3/11		bimbingan revisi ms nilda	<i>Ks</i>
3/11		bimbingan revisi ms dahlia	<i>Ks</i>
4/11		bimbingan revisi ms dahlia	<i>Ks</i>

No	Date	Topic Consultation	Name/ Signature
4/11		bimbingan revisi technical writing	<i>Ks</i>
5/11		bimbingan revisi technical writing	<i>Ks</i>
7/11		bimbingan revisi technical writing	<i>Ks</i>
8/11		bimbingan revisi technical writing	<i>Ks</i>

Figure 50. Consultation Form



Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

CELESTIAL ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Kartika Ega Diotri  
Student Number : 1974130010047  
Exam Day & Date : Senin, 10 Oktober 2022  
Lecture : Arya Putra Sundjaja, S.E.  
(19801017 1703 001)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Arya Putra Sundjaja, S.E.)  
19801017 1703 001

Figure 51. Revise Form



Akademi Kuliner & Patiseri  
**OTTIMMO**  
 INTERNASIONAL  
CELESTIAL ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Kartika Ega Diotri  
 Student Number : 1974130010047  
 Exam Day & Date : Senin, 10 Oktober 2022  
 Lecture : Dahlia Elianarni, S.T.P., M.Sc  
 (19970510 2203 015)

No	Correction List	Page	Approval
1.	Alasan melatukan internship belum muncul	1.	
2.	Paragraf rata kanan kiri	7.	
3.	Penulisan satuan diperbaiki (m <sup>2</sup> )	9.	
4.	Margin dicek kembali	17.	
5.	Bentuk pengelasan hygiene & sanitasi 2.6. secara umum.		

Acknowledge,  
 Advisor

(Arya Pura Sundjaja, S.E.)  
 19801017 1703 001

Figure 52. Revise Form



Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

CUISINE ARTS · BAKING · PASTRY ARTS

Student Name : Kartika Ega Diotri  
Student Number : 1974130010047  
Exam Day & Date : Senin, 10 Oktober 2022  
Lecture : Hilda Tjahjani Iskandar, S.E., Ak., C.A., M.M.  
(19691029 2002 072)

No	Correction List	Page	Approval
1)	General Spell check for example "cross" examination -	17 All pages	
2)	Consistent paragraph spacing, for example page 12 between "spacing" & "general cleaning"	All pages	

Acknowledge,  
Advisor

(Arya Putra Sundjaja, S.E.)  
19801017 1703 001

Figure 53. Revise Form