

## BIBLIOGRAPHY

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APPENDIX



# Internship Appraisal Form



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

## INTERNSHIP

PLACE: Centara Grand Boracay Hotel

First Name Jeson

Last Name Ricardo Sallm

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

: 09 December 2022

Intern's Position : Student Trainee

Department : BCC and Pastry Kitchen

REVIEW DATE : 25 May 2023

Direct Supervisor : Mrs. Norhijah Alaminimit 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 s 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

3.25

**3. PERSONAL PRESENTATIONS**

**Grooming Standards**

Practices and displays proper grooming, personal hygiene and care.

3.75

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

**Uniforms**

Always wear the proper and designated uniform.

4

**4. ON THE JOB & KNOWLEDGE**

**Dependability**

Can be counted upon to do what is expected and required

3

Follow instructions and completes work on time with minimum supervision

**Work Quality**

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

3.5

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

3.5

**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;**

Jason did prepare himself very well before coming for an internship in Thailand, especially to learn Thai language. This has shown his positive enthusiastic and mind-set.  
He could get along with team very well. He has a very polite and gentle manner. Good luck, Jason!

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

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

RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**

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



Akademi Kuliner & Patiseri  
**OTTIMMO**  
INTERNASIONAL  
DESSERTS ARTS · CULINARY DESIGN · BAKING & PASTRY ARTS

**CONSULTATION FORM  
INDUSTRIAL TRAINING /  
FOODPRENEURSHIP**

Name : Jaan Ricardo Salin  
Student Number : 2021110010067  
Advisor : Novi Indah Permatasari

No	Date	Topic Consultation	Name/ Signature
1	8/08/23	Konsultasi Bab 1	Miss Novi <i>Novi</i>
2	9/08/23	Konsultasi Bab 2	Miss Novi <i>Novi</i>
3	10/08/23	Konsultasi Bab 3	Miss Novi <i>Novi</i>
4	11/08/23	Konsultasi Bab 4	Miss Novi <i>Novi</i>
5	14/08/23	Konsultasi currency rate	Miss Novi <i>Novi</i>
6	15/08/23	Konsultasi	Miss Novi <i>Novi</i>

No	Date	Topic Consultation	Name/ Signature
7	16/08/23	Konsultasi Intern Actives	Miss Novi <i>Novi</i>
8	17/08/23	Konsultasi Bab 2, tyro error	Chef Jessica <i>Jessica</i>
9	18/08/23	Konsultasi Bab 1	Chef Jessica <i>Jessica</i>
10	19/08/23	Konsultasi Bab 4	Chef Jessica <i>Jessica</i>