

## **BIBLIOGRAPHY**

Grant, T., Derdak, T. 1999. Westin Hotels and Resorts Worldwide History. International Directory of Company Histories Vol. 29. St. James Press.

**Appendix 1. Internship Certificate**



**Appendix 2. Consultation Form**



Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNATIONAL

**CONSULTATION FORM**  
**INDUSTRIAL TRAINING /**  
**FOODPRENEURSHIP**


Name : Jesslyn Clavesta Pampang  
 Student Number : 2024130010035  
 Advisor : Rygin Yevonica Iskandar

No	Date	Topic Consultation	Name/ Signature
1	2/8/23	Chapter 1	
2	2/8/23	Problems Encountered	
3	15/8/23	Kitchen Brigade	
4	18/8/23	Hygiene & Sanitation	
5	21/8/23	Internship Activities	
6	23/8/23	Report Content	

No	Date	Topic Consultation	Name/ Signature
7	27/8/23	Revision	
8	30/8/23	Conclusion	
9	30/8/23	Problems & Solution	
10	30/8/23	Facilities	

### Appendix 3. Appraisal Form

**Internship Appraisal Form**



INTERNSHIP  
PLACE: The Westin Surabaya  
First Name Jesslyn Last Name Prayogo  
Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining  
: January 5th 2023  
Intern's Position : Trainee Department : Kitchen Magnolia  
REVIEW DATE : June 26th 2023 Direct Supervisor : \_\_\_\_\_ x

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**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. 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

## Appendix 4. Appraisal Form

### 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.

4

### 4. ON THE JOB & KNOWLEDGE

#### Dependability

Can be counted upon to do what is expected and required

3.5

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

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

## Appendix 5. Appraisal Form

Discussions/Notes; need to improve about HOT kitchen  
area,

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PERFORMANCE SUMMARY \* to be filled by OTTIMMO International

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

RATING \_\_\_\_\_

ACTION PLANS FOR DEVELOPMENT NEEDS

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

## Appendix 6. Appraisal Form

### III. SIGNATURES

On-Site Manager/Owner/Chef

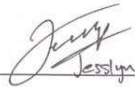
Signature & Stamp:

  
M. Rex Salim

Dated 25/8/2023

The Intern

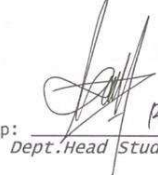
Signature:

  
Jesslyn Claveria

Dated 25/8/2023

OTTIMMO International MasterGourmet Academy

Signature & Stamp:

  
Remy  
Dept. Head Student Affairs

Dated 30/8/2023

## Appendix 7. Correction List

21 Aug 2023 / 11.30 - 12.00



Student Name : Jesslyn Claresta Prayogo  
Student Number : 2074130010035  
Exam Day & Date : Senin, 21 Aug 2023  
Lecture : Heni Adhianata, S.T.P., M.Sc.  
(19900613 1402 016)

No	Correction List	Page	Approval
	Lihat note		<u>Acc</u>

Acknowledge,  
Advisor



(Ryan Yeremia Iskandar, S.S)  
19821218 1601 023



## Appendix 8. Correction List

21 Aug 2023 / 11.30 - 12.00



Student Name : Jesslyn Claresta Prayogo  
Student Number : 2074130010035  
Exam Day & Date : Senin, 21 Aug 2023  
Lecture : Ryan Yerima Iskandar, S.S  
(19821218 1601 023)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Ryan Yerima Iskandar, S.S)  
19821218 1601 023

## Appendix 9. Correction List

21 Aug 2023 / 11.30 - 12.00



Student Name : Jesslyn Claresta Prayogo  
Student Number : 2074130010035  
Exam Day & Date : Senin, 21 Aug 2023  
Lecture : Gilbert Yanuar Hadiwirawan, A.Md. Par.  
(19900101 1701 041)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Ryan Yerehia Iskandar, S.S.)  
19821218 1601 023