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APPENDIX

Appraisal Form

Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
CELEBRARY ARTS, GASTRONOMY, BAKING & PASTRY ARTS

INTERNSHIP

PLACE: JW Marriott Hotel Surabaya.

First Name Vicky

Last Name Yudianto.

Review Period/s : Monthly

Quarterly

Bi-annually

Annually

Date Joining

: 12 January 2023

Intern's Position : Pastry

Department : F and B Culinary

REVIEW DATE : 21 June 2023

Direct Supervisor : Chef Satrio Yulius Aji x

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.
Creates friendly environment.

3

Team Player

Cooperates and works well with others. Enthusiastic, portrays s 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.

3.5

2. CUSTOMERS INTERACTIONS

Customer Relations (*if any)

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

3

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.

3.5

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;

⇒ Need to Build Relationship with worker
P Willing to learn P

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 21/6/23

The Intern

Signature:  _____ Dated 9 July 2023.

OTTIMMO International Master Gourmet Academy

Signature & Stamp:  _____ Dated 22/8/2023.
Dept. Head Student Affairs

Certificate





JW MARRIOTT
SURABAYA

Certificate of Accomplishment

This is to certify that

Vicky Yudianto

Ottimmo International Surabaya
has successfully completed
On The Job Training

FB Culinary

09 January 2023 – 09 July 2023

Dani Suminar Sari
HR & Training Manager

Rio Abudnego
Executive Sous Chef



Consultation Form

Art 1111



Akademi Kuliner & Pastry
OTTIMMO
INTERNASIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

Name : Vicky Yudianto
Student Number : 2074130010009
Advisor : Miss. Heni Adhinata, S.P., M.Sc.

No	Date	Topic Consultation	Name/ Signature
1	13/7-2023	Konsultasi Judul	<i>[Signature]</i>
2	24/7-2023	Konsultasi Laporan Magang Bab 1-4.	<i>[Signature]</i>
3	25/7-2023	Konsultasi Laporan Magang Bibliography	<i>[Signature]</i>
4	26/7-2023	Konsultasi Laporan magang Revisi dan Tambahan.	<i>[Signature]</i>
5	28/7-2023	Konsultasi Laporan magang Secara Keseluruhan	<i>[Signature]</i>
6	30/7-2023	finishing.	<i>[Signature]</i>

No	Date	Topic Consultation	Name/ Signature
7	7/8-2023	Konsultasi Lintang Laporan Magang yang Perlu di Presentasi	<i>[Signature]</i>
8	15/8-2023	Konsultasi PPT Untuk Presentasi Laporan Magang	<i>[Signature]</i>
9	22/8-2023	Revisi Laporan Magang	<i>[Signature]</i>
10	23/8-2023	Konsultasi hasil dari Revisi laporan Magang.	<i>[Signature]</i>

Correction List

22 Aug 2023/ 09.30 - 10.00



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Vicky Yudianto
Student Number : 2074130010009
Exam Day & Date : Selasa 22 Aug 2023
Lecture : Anthony Sucipto, A.Md. Par.
(19960325 2201 085)

No	Correction List	Page	Approval
1.	Intern position ? 4/ team job desc	15	

Acknowledge,
Advisor

(Heni Adhianata, S.T.P., M.Sc.)

19900013 1402 010



Student Name : Vicky Yudianto
Student Number : 2074130010009
Exam Day & Date : Selasa 22 Aug 2023
Lecture : Heni Adhianata, S.T.P., M.Sc.
(19900613 1402 016)

No	Correction List	Page	Approval
	bibliography good job ^^	33	<u>Ace</u>

Acknowledge,
Advisor

(Heni Adhianata, S.T.P., M.Sc.)
19900613 1402 016



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

RESTAURANT ARTS · CATERING ARTS · BAKING & PASTRY ARTS

Student Name : Vicky Yudianto
Student Number : 2074130010009
Exam Day & Date : Selasa, 22 Aug 2023
Lecture : Jessica Hartan, A.Md. Par.
(19940923 2201 084)

No	Correction List	Page	Approval
1	Check all notes in the report	All	

Acknowledge,
Advisor

(Heni Adhianata, S.T.P., M.Sc.)
19900613 1402 016

Pastry Team and Sous Chef

