

## BIBLIOGRAPHY

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*Hotels & Resorts | Book your Hotel directly with Marriott Bonvoy.* (n.d.-b).  
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APPENDIX



# Internship Appraisal Form



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

INTERNSHIP  
PLACE: JW MARRIOTT EMERALD BAY, PHU QUOC, VIETNAM

First Name NOEL Last Name MUAYA

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining  
05/03/23

Intern's Position : Trainee Department : Kitchen

REVIEW DATE : 19/06/23 Direct Supervisor : Phan Hong Phuc Thinh x

## GRADING FACTORS

### 1. ORGANIZATIONAL & COMMUNICATION

#### Staffs Relations

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

4

#### 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.

4

### 2. CUSTOMERS INTERACTIONS

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

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

4

**3. PERSONAL PRESENTATIONS**

**Grooming Standards**

Practices and displays proper grooming, personal hygiene and care.

4

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

4

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



**Discussions/Notes;**

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

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


RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**

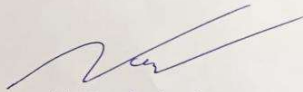
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**III. SIGNATURES**


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

  
Signature & Stamp: Phan Hong Phui Thinh Dated 19/08/2023

**The Intern**

  
Signature: NOEL N. H. M. Dated 19/08/23

**OTTIMMO International Master Gourmet Academy**

  
Signature & Stamp: Robby Dated 11/10/23  
*Dept. Head Student Affairs*



Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

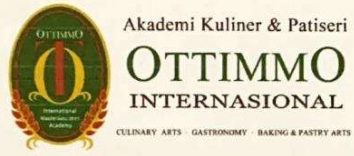
CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Noel Nathanael Matthew Muaya  
Student Number : 2074130010044  
Exam Day & Date : Kamis, 05 Oct 2023  
Lecture : Anthony Sucipto, A.Md. Par.  
(19960325 2201 085)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Anthony Sucipto, A.Md. Par.)  
19960325 2201 085



Student Name : Noel Nathanael Matthew Muaya  
Student Number : 2074130010044  
Exam Day & Date : Kamis, 05 Oct 2023  
Lecture : Michael Valent, A.Md. Par.  
(19950219 2001 074)

No	Correction List	Page	Approval

Acknowledge,  
Advisor



(Anthony Sucipto, A.Md. Par.)  
19960325 2201 085





Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

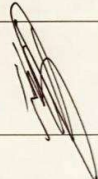
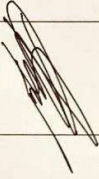



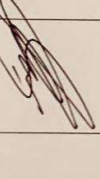
CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Noel Nathanael Matthew Muaya  
Student Number : 2074130010044  
Exam Day & Date : Kamis, 05 Oct 2023  
Lecture : Heni Adhianata, S.T.P., M.Sc.  
(19900613 1402 016)




No	Correction List	Page	Approval
	Lihat note		Ace

Acknowledge,  
Advisor

  
(Anthony Sucipto, A.Md. Par.)  
19960325 2201 085

No	Date	Topic Consultation	Name/ Signature
1	11/10	Chapter 1	
2	11/10	Chapter 2	
3	11/10	Chapter 3	
4	11/10	Chapter 4	
5	11/10	Foto makanan	
6	11/10	Foto kitchen	

Name : Noel Nathanael M. M.  
 Student Number : 2071150010044  
 Advisor : Anthony Supto

No	Date	Topic Consultation	Name/ Signature
7	11/10	Penisi penjelasan mencara yang diikut	
8	11/10	Kitchen Blueprint	
9	11/10	Kitchen Brigade	
10	11/10	Events held	