

INTERNSHIP EVALUATION FORM

☐ Bachelor of International Hospitality Management (Hons)
☐ Bachelor of Culinary Arts & Foodservice Management (Hons)
☐ Bachelor of International Tourism Management (Hons) (Travel and Recreation Management)
☐ Bachelor of International Tourism Management (Hons) (Events Management)
☐ Bachelor of Science (Hons) Culinology

BATCH:
TRAINING:
☐ 1 st
☐ 2 nd

Name of the Student	Ng Zhi Yi		
Name of the Company	Fair Seasons Resort Langkawi		
Address	Jalan Tanjung Rhu, Mukim Ayer Hanyat		
Post Code	07000	City	Langkawi
Phone number	04-950-8888	Country	Malaysia
Email Address	demide.yee@fairseasons.com		

Company Supervisor's Name	Demide Yee
Designation	Restaurant Manager
Commencement date of internship:	
Date of completion:	
Daily Working Hours:	

Department(s) in which the student was involved

Ikan-Ikan Restaurant

Tasks and responsibilities of the student

Daily setup & breakdown of operations, table service, food checker, special assignments to Mandarin Speaking guests.

Attendance:

Leave eligibility	 Days	Absent with approved leave	 Days
Absent without approved leave	 Days	Reason:	

INTERNSHIP EVALUATION FORM

APPRAISAL BY THE PERSON IN CHARGE OF THE INTERNSHIP PROGRAMME

CRITERIA OF APPRAISAL	1	2	3	4	5	N/A	COMMENTS/REMARKS
Attitude Ability to comply with the requirements of the industry (punctuality, grooming, behavior etc...)					✓		Outstanding
Knowledge Level of knowledge compared to the industry requirements				✓			Give time / experience, this will improve
Productivity Ability to produce quality work in line with the deadline and constraints given					✓		Efficient & resourceful
Quality of work Ability to complete a task in line with the professional standards required				✓			Follows guidelines / proposes solutions
Teamwork Ability to work in a team and contribute actively					✓		Well respected team player
Creativity Ability to make suggestions for improvement			✓				Should improve with experience
Time management Ability to comply with workload and deadlines efficiently				✓			Meets deadlines efficiently
Decision Making Ability to analyse a situation and make relevant choices			✓				Not much opportunity given
Oral Communication Ability to express oneself clearly and professionally				✓			Communicates well to all audiences
Written communication Clarity and preciseness of written expression			✓				Not much opportunity given
Total							

5 (Excellent): Above the standards expected and capability to practice autonomously

4 (Very good): Above the standards

2 (Poor): Improvement required for some of the tasks

3 (Good): At the level of the standards

1 (Very poor): Improvement required in the basics of the tasks

Summarize the trainee's major strengths.

Efficient, team player, able to command respect & foster comradery, fast learner, consistent, ability to bounce back from mistakes

Summarize areas for improvement

Product knowledge, creativity, thorough under pressure

In view of the student's performances, would your company be interested by the student's profile to hire him/her as a permanent employee? If yes, for which position?

Certainly without doubt. I would recommend Zhi Yi to join as a Manager training programme to develop leadership skills.

Appraised by: Name Jentilee Debgat Mager	Position Manager	Date 4/3/16	Signature <i>[Signature]</i>	Stamp FOUR SEASONS RESORT LANGKAWI Jalan Tanjung Rhu, Mukim Ayer Hangat, 07000 Langkawi, Kedah. Tel: 04-950 8888 Fax: 04-950 8899
Please submit the completed form to Academic Services either in person, fax or e-mail to:				
Fax: 603 5629 5522 (Academic Services)		Attn to: Ms. Agnes Koonlian.Chin@taylors.edu.my (BH & BC & BS) Ms. Wendy LuokWen.Sim@taylors.edu.my (BE & BR)		

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BATCH:
TRAINING:
☐ 1 st
☒ 2 nd

Name of the Student			
Name of the Company	FOUR SEASONS RESORT LANGKAWI		
Address	Kampung Ayer Hangat, Tanjung Rhu - Langkawi		
Post Code		City	LANGKAWI, KEDAH.
Phone number		Country	MALAYSIA.
Email Address			

Company Supervisor's Name	PUTRA NARAYANA.
Designation	RESTAURANT MANAGER.
Commencement date of internship:	5 January 2016 - 13 March 2016
Date of completion:	
Daily Working Hours:	9.5 hrs.

Department(s) in which the student was involved

- IKAN IKAN RESTAURANT
- SERAI RESTAURANT

Tasks and responsibilities of the student

- Assisting breakfast service at Serai Restaurant
- Ensure Mise-en place for dinner service are sufficient
- Taking guest order (food and beverages), also making cocktails
- Handling special dinner

Attendance:

Leave eligibility	 Days	Absent with approved leave	0 Days
Absent without approved leave	0 Days	Reason:	

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APPRAISAL BY THE PERSON IN CHARGE OF THE INTERNSHIP PROGRAMME

CRITERIA OF APPRAISAL	1	2	3	4	5	N/A	COMMENTS/REMARKS
Attitude Ability to comply with the requirements of the industry (punctuality, grooming, behavior etc...)					✓		Always come early and never refuse to stay back.
Knowledge Level of knowledge compared to the industry requirements				✓			- needs to improve his beverage knowledges
Productivity Ability to produce quality work in line with the deadline and constraints given					✓		Work very effectively
Quality of work Ability to complete a task in line with the professional standards required					✓		
Teamwork Ability to work in a team and contribute actively					✓		Work closely with everyone in the team
Creativity Ability to make suggestions for improvement					✓		
Time management Ability to comply with workload and deadlines efficiently					✓		
Decision Making Ability to analyse a situation and make relevant choices					✓		Able to handle multiple guest complained
Oral Communication Ability to express oneself clearly and professionally					✓		
Written communication Clarity and preciseness of written expression					✓		
Total							

5 (Excellent): Above the standards expected and capability to practice autonomously

4 (Very good): Above the standards

3 (Good): At the level of the standards

2 (Poor): Improvement required for some of the tasks

1 (Very poor): Improvement required in the basics of the tasks

Summarize the trainee's major strengths.

- Very efficient and confident to handle guest complained
- Work closely with others and adapt easily with new environment

Summarize areas for improvement

Improvement on his beverage knowledge.

In view of the student's performances, would your company be interested by the student's profile to hire him/her as a permanent employee? If yes, for which position?

Yes / Manager in Training of Restaurant

Appraised by: Name

Position

Date

Signature

FOUR SEASONS RESORT LANGKAW

Jalan Tanjung Rhu, Mukim Ayer Hangat,
07000 Langkawi, Kedah.

Tel: 04-950 8888 Fax: 04-950 8899

Please submit the completed form to Academic Services either in person, fax or e-mail to:

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