

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	FOUR SEASONS RESORT LANGKAWI		
Address	JALAN TANJUNG RHU, 07000, LANGKAWI, KEDAH		
Post Code	07000	City	LANGKAWI
Phone number	04 950 8811	Country	MALAYSIA
Email Address	christina.lai@fourseasons.com		

Company Supervisor's Name	CHRISTINA LAI
Designation	LEARNING MANAGER
Commencement date of internship:	5th JANUARY 2016
Date of completion:	12th MARCH 2016
Daily Working Hours:	9.5 HOURS

Department(s) in which the student was involved

FOOD & BEVERAGE DIVISION - IKAN IKAN RESTAURANT

Tasks and responsibilities of the student

RESTAURANT OPERATIONS - Setting up, order taking, table service, food running, clearing, closing of restaurant.

Attendance:

Leave eligibility	Nil Days	Absent with approved leave	Nil Days
Absent without approved leave	Nil 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...)				/			
Knowledge Level of knowledge compared to the industry requirements			/				
Productivity Ability to produce quality work in line with the deadline and constraints given				/			
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				/			
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			/				
Oral Communication Ability to express oneself clearly and professionally			/				
Written communication Clarity and preciseness of written expression			/				
Total			6	4			

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.

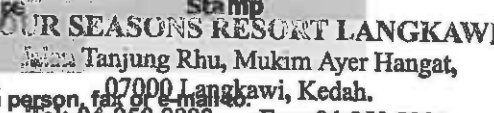
Commitment and dedication to work, positive outlook despite being under pressure, professional attitude and eager to learn.

Summarize areas for improvement

Hospitality English to be fine tuned, product knowledge in the Food & Beverage context and over time, improve in decision making.

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, suggested to pursue or gain entry into a management trainee programme.

Appraised by: Name	Position	Date	Signature	Stamp
CHRISTINA LAI	LEARNING MANAGER	7/3/2016		

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)