


LAMPIRAN



YAYASAN PENDIDIKAN KARYA SEJAHTERA
SEKOLAH TINGGI PARIWISATA AMPTA
YOGYAKARTA

Jl. Laksda Adisucipto Km.6 (Tempel, Calurtunggal, Depok, Sleman) Yogyakarta 55281
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Nomor : 0180/Q.AMPTA/VIII/2019
Hal : Permohonan On The Job Training

Yogyakarta, 2 Agustus 2019

Kepada Yth
Human Resources Manager
Tentrem Hotel
Yogyakarta

Dengan hormat


Dengan ini kami mengajukan permohonan untuk melaksanakan Job Training di Tentrem selama 15 Juli 2019-15 Januari 2020 bagi mahasiswa kami :


Nama : Mario Yeheskiel De Arman
Nim : 117109340
Semester : V(Lima)
Jurusan : Perhotelan
Tempat/Tgl.Lahir : Bogor, 26 Maret 1999
Alamat : Jl.Pisan Saren Yogyakarta
No.Telp : 081299136497
Nama orang Tua : Marina Artharindia

Daftar riwayat hidup, pas foto, Surat pernyataan bersedia mentaati peraturan yang berlaku, Foto copy Surat Keterangan Dokter, Foto copy Asuransi Kesehatan, Foto copy Kartu Hasil Studi terakhir, Foto copy Kartu Tanda Penduduk/Kartu Mahasiswa, dan Format Evaluasi Job Training, dibawa oleh mahasiswa yang bersangkutan.

Apabila diterima sebagai trainee, mohon berkenan untuk memberikan penilaian setelah masa training berakhir.

Atas terkabulnya permohonan ini, kami ucapkan terima kasih.

Hormat Kami
Kema

Prihatno, MM



Cc.File



STUDENT PRACTICAL TRAINING EVALUATION

NAME	: Mario Yeheskiel Dearman
SCHOOL	: Sekolah Tinggi Pariwisata AMPTA Yogyakarta
DEPARTMENT	: Food and Beverage Product
PERIOD OF TRAINING	: 15 July 2019 to 15 January 2020

* Appraisal assessment ratings:

- | | |
|---------------------------|-----------------------|
| 1 - Very good Performance | 2 - Good Performance |
| 3 - Satisfactory | 4 - Needs Improvement |

TOPICS	Very good	Good	Satisfactory	Need Improvement	RATING
DEPENDABILITY Work conscientiously according to instructions	Extremely dependable and reliable	Dependable, works according to instruction	Generally follows instructions	Require frequent supervision	3
ATTENDANCE Amount of excessive absenteeism / lateness	No days late or absent	1 day late	1 day absence or 2 days lates	1 day absence more than 2 days late	2
ATTITUDE Willingness to cooperate and carry out demands	Enthusiastic team worker	Good team player	Cooperative	Limited co-operation	2
PERSONALITY Courtesy, cooperation with guest and co-workers	Think and act independently, extremely self motivated	Makes good decision and actions	Work well, requires some supervision	Mostly stick to the routine	2
INITIATIVE Thinks constructively and originates action	Think and act	Makes good decision and actions	Work well, requires some supervision	Mostly stick to the routine	3
QUANTITY Ability to learn and meet changed conditions	Exceptionally fast, output high	Frequent turns out more than expected	Completes expected workload	Only completes required amount with supervision	3

Mario Yeheskiel Dearman - Food and Beverage Product

TOPICS	Very good	Good	Satisfactory	Need Improvement	RATING
ADAPTABILITY Ability to learn and meet changed conditions	Learns rapidly adjust and grasps changes quickly	Short period for mental adjustment, willing to change	Normal ability accepts change at average rate	Learns slowly, reluctant to change	2.
DISCIPLINE Comply with the house rule and trainee guidance	Understand and highly perform the house rule, trainee guidelines and high self discipline	Perform the house rules, trainee guidelines no supervision needed	Needs reminder about house rule, orderliness and trainee guidelines	Needs constant supervision	2.
QUALITY Performance in meeting quality of standards and customer service expectations	Exceptionally high performance	Errors rare, generally high performance	Does what's expected	Occasionally substandard, needs to be monitored	2.
JOB KNOWLEDGE Understanding in all phases of his work	Expert in own job and several others	Expert in own job	Knows job fairly well	Improvement necessary, just gets by	3.
GROOMING Appearance, wear name tag and smile	Impeccably groomed as to standard	Well groomed	Meets required grooming standard	Occasionally below grooming standard	2.

Other aspect
(Please specify)

Appraisor

Appraisee

Signed by :
Date :

[Handwritten Signature]
Date : 7/12/2020

Signed by : _____ :
Date : _____

WHEN COMPLETED, PLEASE FORWARD TO HUMAN
RESOURCES



Training Coordinator : Rosa Galuh Kristanti
Date : 15 January 2020

Mario Yeheskiel Dearman - Food and Beverage Product



CERTIFICATE OF APPRECIATION

Certificate Number: 20/TENTREM.FBP/1/2020

presented to

Mario Yeheskiel Dearman

Sekolah Tinggi Pariwisata AMPTA Yogyakarta

who has successfully completed On The Job Training program
in Food and Beverage Product Department of Hotel Tentrem Yogyakarta
from 15 July 2019 to 15 January 2020.

Yogyakarta, 15 January 2020

A handwritten signature in black ink, appearing to read "SB", is positioned above the name Sylvester Bayu.

SYLVESTER BAYU
Personnel Manager

A smaller version of the Hotel Tentrem Yogyakarta logo, featuring the stylized floral emblem and the text "HOTEL TENTREM YOGYAKARTA".

SUPRPTI SUPROBO
Executive Assistant Manager

A. Area Main Kitchen Hotel Tentrem Yogyakarta



B. Area Banquet Kitchen & Butcher Hotel Tentrem Yogyakarta



C. Proses Pelaksanaan General Cleaning Hotel Tentrem Yogyakarta

