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LAMPIRAN

LAMPIRAN

1. Surat Pengantar Dari Kampus



YAYASAN PENDIDIKAN KARYA SEJAHTERA
**SEKOLAH TINGGI PARIWISATA AMPTA
YOGYAKARTA**

Jl. Lakda Adiwijito Km.6 (Tempat, Caturtunggal, Depok, Sleman) Yogyakarta 55281
Telp / fax : (0274) 485115 - 488514 Website : www.ampta.ac.id Email : info@ampta.ac.id, ampta@yahoo.co.id

Nomor : 236/Q.AMPTA/VIII/2019
Hal : Permobonan On The Job Training

Kepada Yth
Human Resources Manager
Courtyard Seminyak
Bali

Yogyakarta, 23 Agustus 2019

Dengan hormat

Dengan ini kami mengajukan permobonan untuk melaksanakan On The Job Training di Courtyard Seminyak selama 03 September 2019-02 Maret 2020 bagi mahasiswa kami:

NO	NIM	NAMA	DEPT
1	117109381	Khalifatun Nisa Rachman	F&B Product
2	117109265	Bhima Andi Ikseno	F&B Product
3	117109397	Rachel Jody Kumara	F&B Product

Daftar riwayat hidup, Pas foto, Surat pertanyaan bernomor menanti peraturan yang berlaku, Fotocopy surat kesehatan dokter, Fotocopy Asuransi kesehatan, Fotocopy Kartu Hasil Studi terakhir, Fotocopy Kartu Tanda Penduduk/Kartu mahasiswa dan format Evaluasi Job Training, akan dibawa oleh mahasiswa yang bersangkutan, pada saat interview/briefing.

Atas terimakasihnya permobonan ini, kami ucapkan terima kasih


Drs. Pradono, MM

Cc:File

2. Surat Balasan dari Hotel

COURTYARD®
BY MARRIOTT

Bali Seminyak Resort

KEPADA:

Yth. STP Ampta Yogyakarta

Dengan hormat kami sampaikan, bahwa mahasiswa dengan keterangan di bawah telah diterima untuk menjalankan On-Job-Training periode September 2019 – Maret 2020 di Courtyard by Marriott Bali Seminyak Resort:

NO	NIM	NAMA MAHASISWA	BIDANG TRAINING	MULAI – BERAKHIR TANGGAL
1.	117109381	Khalifatun Nisa Rachman	Culinary	03 September 2019 – 02 Maret 2020
2.	117109265	Bhima Ardi Laksono	Culinary	03 September 2019 – 02 Maret 2020
3.	117109397	Rachel Jody Kumara	Culinary	03 September 2019 – 02 Maret 2020

Atas perhatian dan kerjasama yang diberikan, kami sampaikan terima kasih.

Seminyak, 22 Agustus 2019


COURTYARD
BY MARRIOTT
Bali Seminyak Resort
HUMAN RESOURCES

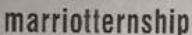
Rizma Tarlian Putri
Asst. Human Resources Manager

3. Sertifikat




4. Lembar Penilaian

BUSINESS TIME



marriott
INTERNATIONAL

Intern Performance Appraisal Form



MARriott
INTERNATIONAL

HOTEL
INTERNSHIP PROGRAM

Intern's Name: Khalifatun Nisa Rachman
 Job Title: Intern
 Supervisor's Name:
 Review Period : 03 September 2019 – 02 March 2020

Department/Section: Culinary
 Date: 28 Feb - 2020

COMPETENCY SUCCESS RATINGS		
Competency	Rating 40 – Key Contributor (K) 30 – Strong Performer (SP) 20 – Solid Performer (P) 10 – Sub-performer (U)	Supporting Comments
1. Technical Expertise ➤ Knows and understands the nature, details, and demands of the job. ➤ Performs all technical / procedural requirements of the job. ➤ Willing to further learn and improve on the job.	30	Sudah dapat memahami yang di kerjakan dengan cermat dan faham.
2. Focusing on Customers ➤ Pleasant, courteous, cordial relations with guests and other associates. ➤ Actively listens and asks questions of customers to assess the level of satisfaction with the service being provided. ➤ Proactively demonstrates hospitality, good manners, and right conduct in all customer interactions. ➤ Follow through on customer inquiries, requests, and complaints.	30	mendengar dan dengan baik. apa keinginan tamu dan dapat di andalkan jika di touch di outlet.
3. Promoting Teamwork and Relationships ➤ Works well and maintains pleasant relationship with associates and superiors. ➤ Deals with conflict objectively. ➤ Responsive and takes part in group effort. ➤ Willing to assist or offer services. ➤ Cooperates and works well with other departments.	30	Bekerja sama dengan baik. dapat membantu departemen lain contohnya pengalokasian barang, transfer form.
4. Accomplishing Work (Quality & Quantity) ➤ Meets output requirements of the job. ➤ Work done is accurate and thorough. ➤ Tries new approaches to overcome obstacles or to accomplish challenging objectives. ➤ Takes on additional work positively. ➤ Comes to work on time every time. ➤ Promotes safety and protects company assets.	30	untuk quality memuaskan dan lebih di tingkatkan lagi.
5. Dealing with Change ➤ Seeks understanding of new procedures or methods resulting from change. ➤ Shows willingness to learn new methods, procedures, techniques, or systems resulting from departmental change. ➤ Adaptable and takes action to make changes work. ➤ Sees change as an opportunity rather than a problem. ➤ Submits ideas for improvement.	20	Belum bisa memberikan pemecahan masalah. jika terjadinya suatu complaint.
6. Communicating Openly ➤ Asks questions as necessary to clarify the message. ➤ Openly and accurately reports errors, mistakes, and unintended outcomes without rationalizing them. ➤ Actively listens and responds to fellow associates. ➤ Shares relevant information in a timely manner. ➤ Participates in group discussions / meetings.	30	dapat berkomunikasi dengan baik dan cermat.
7. Responsibility & Dependability ➤ Completes tasks, able to work without detailed supervision. ➤ Resourceful and reliable. ➤ Demonstrates empowerment.	30	Bertanggung jawab atas tugas yg di berikan.

OVERALL PERFORMANCE RATING

At the end of the performance period, enter the key competencies average.

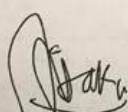
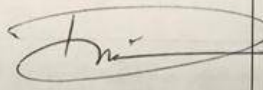
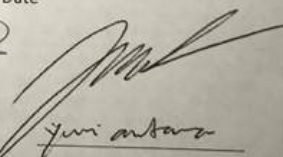
Key Competencies Average: Round: Overall Rating:
Add 7 Key Competencies points and divide by 7

28,57	36.67 - 40.00 = K 27.17 - 36.66 = SP 17.67 - 27.16 = P 10.00 - 17.67 = U	28,57 = SP
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OVERALL PERFORMANCE RATING

Supervisor's Comments:
 Nisa harus lebih banyak belajar lagi, mengenai metode of cooking, standar dan Terimakasih, sudah membantu sebagai Admin kitchen selama 6 bulan Training di courtyard.

Department Head's Comments:
 Terimakasih untuk nisa sudah membantu selama 6 bln Training di sini. semoga apa yang pernah di perajari di courtyard dapat berguna untuk kedepannya

Intern's Signature / Date  Khalifatun Nisa Rachman	Supervisor's Signature / Date  / Made Dwi Mulyana P.	Department Head's Signature / Date  Juri Antara
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Additional level of approval for an overall performance rating of "K" (Key Contributor) _____ Signature / Date	_____ Human Resources Leader's Signature / Date
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