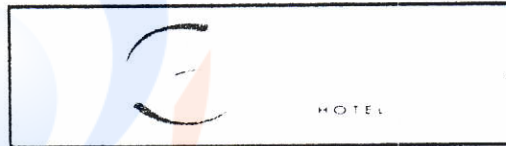


PENILAIAN TRAINING
(On The Job Training)

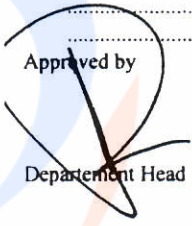
nama : RIZQI KHAIRIA ANANDA
 departement/section : SRM (PUBLIC RELATION)
 kolah : UNIV. ESA UNGGUL JAKARTA
 tanggal Periode : 11-8-17 s.d 11-9-17

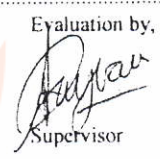


Rating Scale
 A = Very Good B = Good C = Fair D = Poor

WORK PERFORMANCE	VALUE					EVALUATOR
Quality of Work Meets works quality requirement (memenuhi kualitas pekerjaan yang diharapkan)	A	B	C	D	E	B
Quantity of Work Out put of work has been done (telah menyelesaikan pekerjaan yang diberikan)	A	B	C	D	E	A
Motivation Enthusiasm toward job and effort to acquire necessary information (semangat bekerja & berusaha mendapatkan informasi yang dibutuhkan)	A	B	C	D	E	B
Ability to speak English Master of English (written & oral) (menguasai bahasa inggris - lisan & tulisan)	A	B	C	D	E	B
Awareness of work safety and security Working Carefully (bekerja dengan hati-hati)	A	B	C	D	E	A
DISCIPLINE	VALUE					
Attendance Releability and punctuality to be on the job (dapat dipercaya dan tepat waktu dalam bekerja)	A	B	C	D	E	A
Personal Appearance Personal grooming, hair shoes, comportment & general outlook (penampilan diri, rambut, spatu, atribut & secara keseluruhan)	A	B	C	D	E	A
Standard of service Politenesse, attention and service step to be done during service (kesopanan, perhatian & telah mengikuti standar dalam pelayanan)	A	B	C	D	E	A
ATTITUDE	VALUE					
Personality Behavioral traits includes his/her suitable for profession (sifat & perilaku yang pantas sebagai bagian dari pekerjaannya)	A	B	C	D	E	B
Relation with Supervisor Courtesy, communication with superior (hormat dalam berkomunikasi dengan atasan)	A	B	C	D	E	B
Customer contact and manners Politiness, attention and respect the guest (sopan, perhatian dan hormat terhadap tamu)	A	B	C	D	E	B
Relation with other staff / cooperation Consider cooperation with co-workers from own section /dept. As well (bekerja sama dengan sesama rekan di dept. Maupun dept yang lain)	A	B	C	D	E	B
Maturity Solving the problem and the take correction as well (bisa menyelesaikan masalah dan cepat memperbaikinya)	A	B	C	D	E	A
Total Absent : Day	I Sick (w/doctor Certificate): Day		Excuse : Day		Absent w' out excuse Day	

Student comment concerning the performance evaluation (komentar trainee mengenai evaluasi kerja ini)

Approved by

 Department Head

Evaluation by,

 Supervisor