



## INDUSTRIAL PLACEMENT EVALUATION FORM (SCHOOL OF HOSPITALITY)

**COURSE LEVEL:** SKM / SKILL  **DIPLOMA**  **BACHELOR**

Restaurant  Front Office

Banquet  Kitchen

Housekeeping

**NAME**

**IC / PASSPORT NO**

**GENDER**

**STUDENT ID**

**STARTING DATE**

**PROGRAM / INTAKE**

**COMPLETION DATE**

**EVALUATION CRITERIA**

*\*Level of Competency*

|  | 1             | 2                | 3                | 4                  | 5           |
|--|---------------|------------------|------------------|--------------------|-------------|
|  | Not Competent | Need Improvement | Meet Expectation | Exceed Expectation | Outstanding |

**1. INTERPERSONAL SKILLS**

|                                    |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|
| With Co-workers                    |  |  |  |  |  |
| With Supervisors                   |  |  |  |  |  |
| With workers from other department |  |  |  |  |  |
| Team participation                 |  |  |  |  |  |
| Team Contribution                  |  |  |  |  |  |
| Commitment to team success         |  |  |  |  |  |

**2. COMMUNICATION SKILLS**

|                    |  |  |  |  |  |
|--------------------|--|--|--|--|--|
| Written Expression |  |  |  |  |  |
| Oral Expression    |  |  |  |  |  |
| Body Language      |  |  |  |  |  |
| Tact and diplomacy |  |  |  |  |  |

**3. TECHNICAL SKILLS**

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| Job Knowledge                             |  |  |  |  |  |
| Analyze problems                          |  |  |  |  |  |
| Provides suggestions for work improvement |  |  |  |  |  |
| Employs tools of the job procedures       |  |  |  |  |  |
| Follows proper safety procedure           |  |  |  |  |  |

**4. WORKING SKILLS (Characteristics the trainee's demonstrate while performing jobs assignments)**

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| Open to new ideas and approaches          |  |  |  |  |  |
| Initiative                                |  |  |  |  |  |
| Planning & Organizing                     |  |  |  |  |  |
| Flexible/Adaptable                        |  |  |  |  |  |
| Follow instructions                       |  |  |  |  |  |
| Seeks additional training and development |  |  |  |  |  |
| Attendance                                |  |  |  |  |  |
| Punctuality                               |  |  |  |  |  |

**5. PRODUCTIVITY (Trainee's success in producing the required amount of work)**

|                            |  |  |  |  |  |
|----------------------------|--|--|--|--|--|
| Priority Setting           |  |  |  |  |  |
| Amount of work completed   |  |  |  |  |  |
| Work completed on schedule |  |  |  |  |  |

**6. QUALITY OF WORK (Manner in which the trainee complete job assignment)**

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| Accuracy or precision                  |  |  |  |  |  |
| Thoroughness/Neatness                  |  |  |  |  |  |
| Reliability                            |  |  |  |  |  |
| Responsiveness to request for services |  |  |  |  |  |
| Follow-through /follow-up              |  |  |  |  |  |
| Judgement/Decision Making              |  |  |  |  |  |

**GENERAL COMMENTS / REMARKS:**

---

---

---

---

---

---

---

**EVALUATED BY:**

\_\_\_\_\_

Name:

Designation:

Date:

\_\_\_\_\_

Establishment Address / Official Stamp

**TOTAL SCORE:**

/ 160 X 60 =