



# SAFETY MANAGEMENT MANUAL

## HOTEL CREW PERFORMANCE REPORT

FORM C-005A

Version No 2020 / C

Issued Date 15/04/2

Issued By DPA

CREW MEMBER NAME	Adis Kiki	LAST SIGN ON:	03. 08. 2021.
VESSEL NAME	MU BLUE SAPPHIRE	POSITION / DEPARTMENT:	Cabin Stewardess

Carefully consider each evaluation criteria and include explanatory comments to support your evaluation and to offer suggestions for improving performance. Refer to following description of each rating:

**1 = Always    2 = Most of the time    3 = Sometimes    4 = Never**

Evaluations are performed at following intervals:

- 1<sup>st</sup> Evaluation: Within 1 months of sign on
- 2<sup>nd</sup> Evaluation: Within 2 ½ months after sign on – Minimum 2 weeks prior end of probation period
- 3<sup>rd</sup> Evaluation: Prior Sign Off

All 3 evaluations are to be performed on the same form, first one in the first line and so on, in order to show improvement or to highlight decreasing level of work satisfaction from the side of the company. All evaluations are to be performed in the presence of the individual crew member, and the crew member to have the opportunity to comment on it in writing.

1 <sup>st</sup> evaluation	2 <sup>nd</sup> evaluation	3 <sup>rd</sup> evaluation	Comments
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PART A. JOB PERFORMANCE												
Works without close supervision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Works well under pressure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicates appropriate information to those concerned	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PART B. WORK HABITS												
Maintains work place clean and orderly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shows concern for Health	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Uses equipment safely and correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Displays concern for ship's property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PART C. ATTENDANCE / DEPENDABILITY												
Reports to work on time (punctual)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Takes only appropriate meal breaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Can be relied on to complete tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PART D. ATTITUDE												
Displays friendly, courteous disposition to passenger and crew	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrates pride in ship and comp.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Works well in a Team	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cooperates and Respects Management, Supervisors and Crew	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Shows interest for the job at all times	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Shows awareness of economical use of products, tries to reduce costs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Revision No 00

Revision Date:



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Reacts positively to constructive Discipline and criticism	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PART E. APPEARANCE / HEALTH / HYGIENE</b>												
Always neat and well groomed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wears always appropriate and clean uniform including name tag	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintains a high level of sobriety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL SCORE</b>	39											
<b>OVERALL SCORE:</b>	Good											
<b>SCORE:</b>	22 – 30: EXCELLENT	30 – 37: VERY GOOD			37 – 45: GOOD			45 – 60: NEEDS TO IMPROVE		60 – 88: DISCUSS POSSIBLE ALTERNATIVES		

**RECOMMENDED FOR RE-EMPLOYMENT (To be completed only after 3<sup>rd</sup> evaluation)**      YES       NO

LANGUAGE SKILLS	Mother tongue	Good	Average	N/A
English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OVERALL COMMENTS:**

1<sup>st</sup> evaluation: she need speed in cleanliness  
she is taking criticism as advise

3<sup>rd</sup> evaluation:

**IN WHAT AREAS HAS THE EMPLOYEE IMPROVED SINCE THE LAST EVALUATION?**

2<sup>nd</sup> to 1<sup>st</sup> evaluation:

3<sup>rd</sup> to 2<sup>nd</sup> evaluation:

**IN WHAT AREAS HAS THE EMPLOYEE DEPROVED SINCE THE LAST EVALUATION?**

2<sup>nd</sup> to 1<sup>st</sup> evaluation:

3<sup>rd</sup> to 2<sup>nd</sup> evaluation:

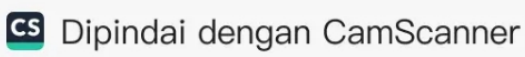
**GOALS TO BE ACHIEVED UNTIL NEXT EVALUATION:**

Until 2<sup>nd</sup> evaluation:

Until 3<sup>rd</sup> evaluation:

**CREW MEMBERS COMMENTS REGARDING HIS / HER EVALUATION:**

ACKNOWLEDGEMENT	1 <sup>st</sup> evaluation	2 <sup>nd</sup> evaluation	3 <sup>rd</sup> evaluation
Date:	19.09.2021	13.10.2021	13.10.2021





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Crew Member:	Adis Kiki	Viasari	
Department Head Name & Signature:	Diarelys	Valdes	
Hotel Director Name & Signature:			

### INSTRUCTIONS FOR COMPLETION

To be completed for every Hotel crew members	Distribution: Office and Vessel	Frequency: Occasionally
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