

XF218.02 PERFORMANCE APPRAISAL FORM

REASON FOR APPRAISAL (Please tick the appropriate box.)

- End of Contract (Returning) End of Contract (Not Returning)
 Medical Periodic
 Other (Promotion, Transfer, Re-designation, Resignation, etc.)

RECOMMENDATION (Please tick the appropriate box and indicate if necessary)

- Promote to _____
 Retire same rank _____
 Re-designate to _____
 RDN - Renewal of Contract _____
 Do Not Retire _____

REMARKS:
He is good job, can keep area clean and
the job on time

ASSESSOR

Name: Adwin S Mendis Position: Housekeeping Supervisor

Date of appraisal: 5 January 2018 Signature: _____

APPRAISEE

Name: BUDI PUTRA YUDHA P.

Position: HOUSEKEEPING ATT Signature: _____

APPRAISEE'S REMARKS:

I am very grateful to all parties in dream cruises
during my move from star cruises to Dream Cruises
is amazing because I will not disappoint the
chance of working in Dream Cruises

Endorsed by Hotel Manager _____
 (in the event of DNR or overall average rating of Poor or Fair)

(Note: This form must be submitted by Personnel Department to HR Hotel - Fleet Manager)

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RANK & FILE CREW

HOTEL OPERATIONS

EMPLOYEE	DETAILS
Name (per SAP)	<u>Budi putra Yudha Prayana</u>
SAP Number	<u>600508</u>
Position	<u>Housekeeping Attendant</u>
Department	<u>Hotel</u> Vessel: <u>WDF</u>
Nationality	<u>Indonesia</u>
Commencement of Contract	<u>JUNE 2017</u>
Number of Contract	<u>4 Yr</u>
Contract Duration	<u>7 months</u>
Sign-off date (if relevant)	<u>14 January 2018</u>

PROFICIENCY RATING SCALE

- (5) **EXCELLENT**
 Approximately 0-10% of employees
 • Consistently exceeds performance expectations
 • Excels in the effective application of skills
 • Especially effective in the development and use of supportive skills
 • Promotes organizational policies, the quality of its product and its reputation; demonstrates and conveys a favourable image of the Company
 • Possesses all traits associated with excellence
- (4) **VERY GOOD**
 Approximately 10-20% of employees
 • Is consistent, dependable and accurate in carrying out responsibilities to a substantial conclusion
 • Displays industriousness, conscientiousness and diligence in performing tasks
 • Often makes valuable suggestions for improvement
 • Demonstrates self-reliance and resourcefulness
 • Views new assignments as an opportunity for growth
- (3) **GOOD**
 Approximately 50-70 % of employees
 • Performance regularly meets job requirements
 • Understands and knows how to get along with co-workers
 • May need guidance & support and seek out new skills
- (2) **FAIR**
 Approximately 10-20% of employees
 • Always inconsistent in meeting job requirements
 • At times unable to complete normal work tasks without guidance and support
 • Does not fully recognise the value of seeking out new knowledge and skills for maintaining their technical competence.
- (1) **POOR**
 Approximately 0-10% of employees
 • Always fails performance expectations
 • Regularly violates organizational policies
 • Is not aware or may not care about the value of seeking out new knowledge and skills for maintaining their technical competence.

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INSTRUCTION - Tick (✓) the correct box

1. **JOB KNOWLEDGE** 5 4 3 2 1
 • Demonstrates a comprehensive knowledge of the field
 • Clearly understands purposes, objectives, practices and procedures of the department.
 • Is alert to current practices.
 • Demonstrates strong technical and operational knowledge.
 • Additional criteria and/or comments:

He work with very good job
Knowledge

2. **WORK QUALITY** 5 4 3 2 1
 • Demonstrates accuracy, thoroughness and orderliness in performing work assignments
 • Can detect flaws and imperfections.
 • Displays a professional style of work.
 • Additional criteria and/or comments:

Cleaning and the service very
good

3. **PUNCTUALITY AND ATTENDANCE** 5 4 3 2 1
 • Consistently punctual
 • Regular in attendance
 • Additional criteria and/or comments:

Regular report on time

4. **JOB ATTITUDE** 5 4 3 2 1
 • Displays a positive attitude towards job and others.
 • Displays persistent attention to the job.
 • Projects objectivity
 • Additional criteria and/or comments:

Job Attitude good team work
Always help other

5. **INITIATIVE AND CREATIVITY** 5 4 3 2 1
 • Is a self-starter
 • Has high degree of originality and creativity
 • Finds new and better ways of performing the job
 • Additional criteria and/or comments:

he find a new and try to find many
better ways to do his job better

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6. **COMMUNICATION SKILLS** 5 4 3 2 1
 • Confident in communicating with superiors, peers and guests
 • Responds quickly to all oral and written communication
 • Effective in using verbal and non-verbal communication
 • Additional criteria and/or comments:

good communication with the guest, he try to
communication with the guest whom guest can't speak
english

7. **INTERPERSONAL SKILLS AND COOPERATION**
 Superiors 5 4 3 2 1
 • Show trust and respect, can work effectively with multiple superiors

8. **Colleagues** 5 4 3 2 1
 • Understands and knows how to get along with co-workers, respect for other cultures.

9. **Guests** 5 4 3 2 1
 • The extent to which a staff builds and maintains relationships with guests
 • Anticipates guests' needs and makes the best impression in every situation.

Method For Calculating Score:

FORMULA: Total Points ÷ Total Items
 Eg: Total Points = 34 Total Items = 9 Result = 3.77 (which is between 3.60 - 4.59 points). Tick in "Very Good" box.

Note: If Point # 9 is not applicable, its box should be left blank and total points should be divided by 8, not 9.

CREW SCORE : 3.7

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent 4.60-5.00pts	Very Good 3.60-4.59pts	Good 2.60-3.59pts	Fair 1.60-2.59pts	Poor 1.00-1.59pts