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THE
ACACIA
— Jakarta —

Certificate of Achievement

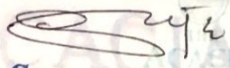
Given to :

Alfin Fauzi Azhari

SMK NEGERI 1 DEPOK

*Who has completed on the Job Training Program
At Housekeeping Department on July 2016 – January 2017
Of The ACACIA Jakarta*

Jakarta, January 2017



Sumpeno

Training Manager

Jl. Kramat Raya 73-81, Jakarta 10450, Indonesia
Tel : (62-21) 390 3030, Facsimile : (62-21) 390 3388, [http : //www.ACACIA-HOTEL.com](http://www.ACACIA-HOTEL.com)
Toll Free reservation : 0-800-1-ACACIA

JOB TRAINING EVALUATION FORM

Name Of Trainee : Alfin Fauzi Azhari
School / Academy : SMK Negeri 1 Depok

Periode : 12 Juli 2016 - 21 Januari 2017
Department : Housekeeping

NO	SUBJECT	SCORE				
		1	2	3	4	5
1	KNOWLEDGE OF JOB Consider the knowledge of job in the Department.				4	
2	QUALITY OF OUTPUT Consider the degree of accuracy according established Standard.				4	
3	QUANTITY OF OUT PUT Consider the speed and output within allowed time.					5
4	ATTITUDE Consider the attitude and manner during the time.				4	
5	APPEARANCE Consider attire and grooming.					5
6	CUSTOMER CONTACT & MANNERS Consider face and telephone manner in dealing with people particularly external party.				4	
7	RELATIONS WITH OTHER STAFF / COOPERATION Consider cooperation with co-workers from section or department as well as other.				4	
8	ATTENDANCE Consider punctually, frequency of absence.					5
SUBTOTAL		0	0	0	20	15
TOTAL SCORE		35		:	8	4.4
OVERALL RESULT		GOOD				
ACHIEVEMENT		SCORE : APPRAISAL 36 - 40 : Outstanding 28 - 35 : Good 20 - 27 : Satisfactory 12 - 19 : Poor 8 - 11 : Very Poor				
5 = Outstanding = Performance beyond expect standard 4 = Good = Performance above average standard 3 = Satisfactory = Normal result/meets standard 2 = Performance below standard set for this job 1 = Unacceptable/below standard						

Approved by



Pingkan Wulan KSS
Exc HouseKeeper

Acknowledged by



Sumpeno
Training Manager

