



SAFETY MANAGEMENT MANUAL

HOTEL CREW PERFORMANCE REPORT

FORM C-005A

Version No	2020 / 01
Issued Date	15/04/2020
Issued By	DPA

CREW MEMBER NAME	AGNI ARTHA VIANI	LAST SIGN ON:	30.03.2023
VESSEL NAME	MV Gemini	POSITION / DEPARTMENT:	ASS. RESTAURANT WAITRESS

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:

- 1st Evaluation: Within 1 months of sign on
- 2nd Evaluation: Within 2 ½ months after sign on – Minimum 2 weeks prior end of probation period
- 3rd 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 st evaluation				2 nd evaluation				3 rd evaluation				Comments
	1	2	3	4	1	2	3	4	1	2	3	4	

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PART B. WORK HABITS													
Maintains work place clean and orderly	<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"/>	<input type="checkbox"/>	
Shows concern for Health Standards	<input type="checkbox"/>	<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"/>	
Uses equipment safely and correctly	<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"/>	<input type="checkbox"/>	
Displays concern for ship's property	<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"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Takes only appropriate meal breaks	<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"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PART D. ATTITUDE													
Displays friendly, courteous disposition to passenger 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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"/>	
Shows interest for the job at all times	<input checked="" type="checkbox"/>	<input 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 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"/>	<input type="checkbox"/>	

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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PART E. APPEARANCE / HEALTH / HYGIENE													
Always neat and well groomed	<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"/>	<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 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"/>	
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"/>	<input type="checkbox"/>	
TOTAL SCORE	32			42			35						
OVERALL SCORE:	36												
SCORE:	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 3rd evaluation) YES NO

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

OVERALL COMMENTS:

1st evaluation: *She is doing best always. She try to do best. She respect everyone. She is a good person.*

2nd evaluation: *She is doing her best.*

3rd evaluation: *She is doing her best.*

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

2nd to 1st evaluation: _____

3rd to 2nd evaluation: _____

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

2nd to 1st evaluation: _____

3rd to 2nd evaluation: _____

GOALS TO BE ACHIEVED UNTIL NEXT EVALUATION:

Until 2nd evaluation: _____

Until 3rd evaluation: _____

CREW MEMBERS COMMENTS REGARDING HIS / HER EVALUATION:

ACKNOWLEDGEMENT	1 st evaluation	2 nd evaluation	3 rd evaluation
Date:	<i>30/04/2023</i>	<i>15.06.2023</i>	<i>30.06.2023</i>

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Crew Member:	AGUN, ALTHA VIANI	Artha Viani Agun	Artha Viani Agun
Department Head Name & Signature:	SEVELY TAPPIWAR	SEVELY TAPPIWAR	JASAR GIBAC
Hotel Director Name & Signature:	Fuat GIVEN	Fuat GIVEN	Fuat GIVEN

INSTRUCTIONS FOR COMPLETION

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



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