

NOVOTEL SAMATOR SURABAYA TIMUR
APPRAISAL OF TRAINEE

Name : Rizal Syahrnyal Hutama
Position : Trainee
Length of Service :

Starting : 2 Januari 2020
Department : Sales & Marketing
Date Appraisal : 21 Juli 2020

Good (81 - 100)

Average (65 - 80)

Below Average (<65)

EVALUATED FACTORS

I. JOB PERFORMANCE

No.	DESCRIPTION	1	2	3	4	5	TOTAL	GRAND TOTAL
1.	JOB KNOWLEDGE Theoretically or in daily practice				✓		4	8
2.	WORK QUALITY Quality of work accomplished to meet the company's requirement				✓		4	8
3.	WORK QUANTITY Quantity of work accomplished to meet the company's requirement				✓		4	8
4.	WORK SKILLS Ability to execute the duties under his/her responsibility in the most effective, efficient, and sharp way, using his/her experience				✓		4	8
5.	ABILITY TO UNDERSTAND INSTRUCTION Ability to understand in any assignment					✓	5	10
Average Job Performance (Total Score multiply by 2)								
Maximum Score 5 X 5 X 2 = 50							x 2 =	42
Minimum 5 X 1 X 2 = 10								

II. ATTITUDE

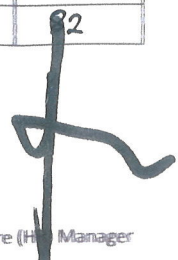
No.	DESCRIPTION	1	2	3	4	5	TOTAL	GRAND TOTAL
1.	RESPONSIBILITY Attitude of putting great attention in his/her duties and accepts responsibility for task to be accompanied				✓		4	4
2.	COOPERATION Attitude performing in a harmonies working climate horizontally and vertically					✓	5	5
3.	HARD WORKING Drive to execute his/her duties even without supervision				✓		4	4
4.	DISCIPLINE Ability to finalize his/her duties and any assignment given in time as per company's requirement				✓		4	4
5.	SHARPNESS Attitude of always re-checking his/her work carefully				✓		4	4
6.	LEADERSHIP Ability to invite subordinates and co-workers to work willingly			✓			3	3
7.	WAYS OF WORK Habit of paying attention				✓		4	4
8.	ATTENDANCE AND PUNCTUALITY On time in coming to work and never absent				✓		4	4
9.	APPEARANCE Attitude of always paying attention on his/her performance and appearance to give a good impression				✓		4	4
10.	EMOTIONAL STABILITY Ability to control emotional expression especially in complicated situation				✓		4	4
Average Attitude multiply by 1.0								
Maximum Score 10 X 5 X 1 = 50							x 1 =	40
Minimum 10 X 1 X 1 = 10								
Total Performance Appraisal : Job performance + Attitude Rating =							AVERAGE	82

Appraisal by



Dept. Head

Approved by



Talent & Culture (HR) Manager