



Hotel
Menara Peninsula
A Member of YTC Hotels

Certificate of Achievement

This certificate is presented to
Fikri Miftahul Falah

SMKN 7 Tangerang

IN RECOGNITION OF SUCCESSFUL COMPLETION OF

ON THE JOB TRAINING

AT THE DEPARTMENT OF

Accounting

FOR THE PERIOD OF

15 July 2012 TO 15 January 2013

ISSUED IN JAKARTA,

ON 16 January 2013

Jimmy S Hutapea

Human Resources Manager

Fraser Bell

General Manager

TRAINEE EVALUATION

Name of Trainee: Fikri Miftahul Falah

Period : 15 July 2012- 15 January 2013

School/Academy: SMK 7 Tangerang

Department: Accounting - Store

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|--|---|--|---|------|---|--------------|---|----------------|---|--------------|---|---|-------------|---|------|---|--------------|---|----------------|---|--------------|
| <p>1. OUTPUT OF WORK <i>HASIL KERJA</i> Consider volume of work produced under normal conditions Bobot kerja yang dihasilkan dalam suasana yang normal</p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable | <p>2. QUALITY OF WORK <i>KUALITAS KERJA</i> Consider ability to produce work/delive service of the desirable standard in terms of accuracy, presentation and customer's satisfaction Kemampuan untuk menghasilkan kerja atau memberi pelayanan sesuai dengan standar ketepatan, penyajian dan kepuasan tamu</p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable |
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| <p>3. PERSONAL APPEARANCE <i>PENAMPILAN DIRI</i> Conformity to dress/grooming standard in ex. Wearing a name tag at all times, hair neat and clean. Keseserasian berpakaian seperti selalu memakai papan nama, rambut yang rapi dan bersih</p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable | <p>4. LEVEL OF JOB KNOWLEDGE <i>TINGKAT PENGETAHUAN KERJA</i> Consider skill and knowledge applied to the job Trampil dan cekatan dalam bekerja.</p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable |
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| <p>5. RELIABILITY AND DEPENDIBILITY <i>KEPERCAYAAN & TANGGUNG JAWAB</i> Trust of co-workers, picthing in to help others Rasa percaya terhadap rekan kerja dan siap untuk membantu.</p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable | <p>6. ATTENDANCE AND PUNCTUALITY <i>KEHADIRAN & KETEPATAN WAKTU</i></p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable |
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| <p>7. HEALTH AND SAFETY AWARENESS <i>KEPEKAAN AKAN KEBERSIHAN & KESELAMATAN</i> Complies with safety regulations of the hotel. Patuh dengan peraturan keselamatan hotel.</p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable | <p>8. HUMAN RELATIONS (WITH GUESTS AND COLLEAGUES) <i>HUBUNGAN DENGAN TAMU & REKAN KERJA</i> Consider tactfulness, politeness and helpfulness in dealing with guest and colleagues Bijaksana, sopan dan rasa ingin menolong terhadap tamu maupun rekan kerja.</p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable |
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| <p>9. INITIATIVE AND RESOURCEFULNESS <i>INISIATIF & KREATIVITAS</i> Consider ability to make the best use of time & resource in carrying out assignments & tendency to offer ideas for improvement Kemampuan untuk menggunakan waktu sebaik mungkin, berusaha untuk mengerjakan tugas-tugas & keinginan menuangkan ide-ide untuk meraih peningkatan.</p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable | <p>10. CO-OPERATION AND TEAM WORK <i>KERJA SAMA & KEKOMPAKAN</i> Consider ability to work with feloow colleagues or participate in team projects. Mampu untuk bekerja dengan rekan kerja dan berpartisipasi dalam setiap tugas bersama.</p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable |
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| <p>11. COMMUNICATION <i>KOMUNIKASI</i> Consider ability to express ideas or views across effectively Cara bertutur kata untuk mengekspresikan ide- ide dan pandangan-pandangan secara efektif</p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable | <p>12. PERSONALITY AND GENERAL ATTITUDE <i>SIKAP & TINGKAH LAKU</i> Consider how the employee treats others, respectfulness, fairness, listening to what others have to day. Cara bersikap terhadap orang lain, rasa hormat, kejujuran dan mendengar apa yang orang lain katakan.</p> <table style="float: right; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">5</td><td>Outstanding</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">4</td><td>Good</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">3</td><td>Satisfactory</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">2</td><td>Below standard</td></tr> <tr><td style="border: 1px solid black; width: 15px; text-align: center;">1</td><td>Unacceptable</td></tr> </table> | 5 | Outstanding | 4 | Good | 3 | Satisfactory | 2 | Below standard | 1 | Unacceptable |
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| <p>OVERALL ACHIEVEMENT SCORING</p> <p>49 - 60 = OUTSTANDING 41 - 48 = GOOD 36 - 41 = SATISFACTORY 19 - 35 = BELOW STANDARD 12 - 18 = UNACCEPTABLE</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;"> TOTAL SCORE 46 </td> <td style="border: 1px solid black; padding: 5px; vertical-align: top;"> ADDITIONAL COMMENTS <p style="text-align: center;">Need Improve confidence and initiative</p> </td> </tr> </table> | TOTAL SCORE 46 | ADDITIONAL COMMENTS <p style="text-align: center;">Need Improve confidence and initiative</p> | | | | | | | | | | | | | | | | | | |
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DATE : 16 January 2013