

NO : 275 / OJT / GZ-BSD / V / 2019

Certificate of Trainee

Awarded to

PUTRI LESTARI

SMK IPTEK TANGSEL

Of Successful Completion of the

On The Job Training

FB Product

Period Of Agustus 01.2018 - Februari 04.2019

BSD City, 27 Mei 2019

DINA DWI ASTUTI





HR Manager

ANTON HARTANTO

General Manager

JOB TRAINING EVALUATION FORM

NAME OF TRAINEE : PUTRI LESTARI DEPARTMENT : SALES & MARKETING
 NAME OF SCHOOL : SMK IPTEK TANGSEL PERIODE : 01 Agustus 2018 - 04 Februari 2019

NO	TYPE OF EVALUATION	ACHIEVEMENT SCORE					
		1	2	3	4	5	
1	Knowledge of Job (Consider the degree of accuracy according to established standard)					5	
2	Quality of Out Put (Consider the degree of accuracy according to established standard and discipline)				4	5	
3	Attitude (Consider the behavior towards work, superior, interest and the ability to accept criticisms and change)			3		5	
4	Appearance (Consider attire and grooming)				4	5	
5	Consumer Contact and Manner (Consider face to face and telephone manners in dealing with people particularly external party)				4	5	
6	Relations with other Staff/Cooperation (Consider cooperation with co-workers from Own section/ Department as well as)					5	
7	Attendance (Consider punctuality, frequency of absence)			3		5	
Total		0	0	6	12	10	
Grand Total						28	
Absence							
Absence with permission		_____			Days		
Absence without permission		_____			Days		
Sick/illness (doctor certificate)		_____			Days		
TRAINER COMMENT :		<u>Dari segi kehadiran masih perlu di perhatikan disiplinnya kurang</u> <u>Inisiatif, baik sangat membantu mengingatkan dalam hal pekerjaan.</u>					
Evaluated by,		Acknowledge by,		Acknowledge by,		Approved by,	
 Samsi Hamdani (Senior Sales Manager)		 Nena Feranika (Direktur of Sales Marketing)		 Dija Dwi Astuti (HR Manager)		 Anton Harianto (General Manager)	

ACHIEVEMENT

5 = Outstanding : Performance beyond expect standard
 4 = Good : Performance above average standard
 3 = Satisfactory : Normal result/meets standard
 2 = Poor : Performance below standard set for this job
 1 = Very Poor : Unacceptable/below standard

SCORE APPRISAL

33 - 35
 26 - 32
 18 - 25
 13 - 17
 8 - 12