

## Industrial Training PERFORMANCE APPRAISAL FORM (PAF)

Institutes of Hotel Management & Catering Technology

Name of Student: _____	NCHM & CT Roll No: _____
Institute: IHM, _____	Duration : 5 weeks (30 working days)
Name of the Hotel : _____	Form: _____ To: _____
<b>Department : F &amp;BS / FP/ HK / FO</b>	

### Appearance

Immaculate Appearance, Spotless Uniform, Well Groomed hair, Clean nails & hands	5
Smart Appearance, Crisp Uniform, Acceptable hair, Clean nails and hands	4
Well Presented. Clean Uniform, Acceptable hair, Clean nails & Hands	3
Untidy hair, Creased ill kept Uniform , Hands not clean at times	2
Dirty / disheveled, Long / Unkempt hair, Dirty hands & long nails	1

### Punctuality / Attendance ( \_\_\_\_\_ days present out of 30 days)

One time, Well Prepared, Ready to Commence task, Attendance Excellent	100%	5
One time, Lacks some preparation but copes well, Attendance Very good	90%	4
On time, Some disorganized aspects- Just copes, Attendance Regular	80%	3
Occasionally late, Disorganised approach, Attendance irregular	60%	2
Frequently late, Not prepared, Frequently absent without excuse	50%	1

### Ability to Communicate ( Written /Oral)

Very confident, demonstrates outstanding confidence & ability both spoken/written	5
Confident, Delivery Information	4
Communicates adequately, but lacks depth and confidence	3
Hesitant, lacks confidence in spoken / Written communication	2
Very Inanimate, unable to express in spoken or written work	1

### Attitude to Colleagues / Customers

Wins / retains highest regard from colleagues has as outstanding report with clients	5
Polite, considerate and firm, well liked.	4
Gets on well with most colleagues, Handles customers well.	3
Slow to mix, weak manners, is distant has insensitive approach to customers	2
Does not mix, relate well with colleagues & customers	1

### Attitude to Supervision

Welcomes criticism, Acts on it, very co-operative.	5
Reality accepts criticism and is noticeable willing to assist others.	4
Accepts criticism, but does not necessarily act on it,	3
Take criticism very personally, broods on it.	2
Persistently disregards criticism and goes own way.	1

**Initiative / Motivation**

Very effective in analyzing Situation and resourceful in solving problems.	Demonstrates ambition to achieve progressively.	5
Shows ready appreciation and willingness to tackle problems.	Positively seeks to improve knowledge and performance.	4
Usually grasps points correctly.	Shows interest in all work undertaken.	3
Slow on the uptake.	Is interested only in areas of work preferred.	2
Rarely grasps points correctly.	Lacks drive and commitment.	1

**Reliability / Comprehension**

Is totally trust worthy in any working situation. Understands in detail, why and how the job is done.	5
Can be depended upon to identify work requirements and willing to complete them. Readily appreciates, how and why the job is done.	4
Gets on with the job in hand. Comprehends, but does'nt fully understand work in hand.	3
Cannot be relied upon to work without supervision. Comprehends only after constant explanation.	2
Requires constant supervision. Lacks comprehension on the application.	1

**Responsibility**

Actively seeks responsibility at all time.	5
Very willing to accept responsibility.	4
Accepts responsibility as it comes.	3
Inclined to refer matters upwards rather than make own decision.	2
Avoids taking responsibility.	1

**Quality of work**

Exceptionally accurate in work, very thorough usually unaided.	5
Maintains a high standard of quality.	4
Generally goods quality with some assistance.	3
Performance is uneven.	2
Inaccurate and slow at work.	1

**Quantity of work**

Outstanding in output of work.	5
Gets through a great deal.	4
Output satisfactory.	3
Does rather less than expected.	2
Output regularly insufficient.	1

Total \_\_\_\_\_ /50

Stipend Paid : Rs . \_\_\_\_\_ per month.

Name of Appraiser : \_\_\_\_\_

Designation of Appraiser : \_\_\_\_\_

Signature of Student : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_