

Industrial Training

PERFORMANCE APPRAISAL FORM (PAF)**Institutes of Hotel Management & catering Technology**

Name of Student : _____	NCHM&CT Roll No : _____
IHM : _____	Duration : 4 Weeks (24 Days)
Name of the Hotel : _____	From : _____ To _____
Department : _____	

Appearance

Immaculate Appearance, Spotless uniform, Well groomed hair, Clean Nails & hands	5
Smart Appearance, Crisp uniform, Acceptable hair, Clean Nails & 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/ dishevelled, Long/unkept hair, Dirty hands & long nails	1

Punctuality/ Attendance (_____ days present out of 24 days)

On time, Well Prepared, Ready to commence task, Attendance Excellent (100%)	5
On 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, Disorganized approach, Attendance Irregular (60%)	2
Frequently late, Not Prepared, Frequently absent without excuse (50%)	1

Ability to Communicate (Written/Oral)

Very confident, Demonstrate outstanding confidence and ability both Spoken/Written	5
Confident, Delivers 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 an outstanding rapport 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 and customers	1

Attitude to Supervision

Welcome criticism, Acts on it, very co-operative	5
Readily accepts criticism and is noticeably willing to assist others	4
Accepts criticism, but does not necessarily act on it	3
Takes criticism very personally, broods on it	2
Persistently disregards criticism and goes own way	1



Initiative/ Motivation

Very effective is 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 trustworthy 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, comprehend, but doesn't fully understand work in hand	3
Cannot be relied upon to work without supervision. Comprehends only after constant explanation	2
Requires constant supervision. Lacks any comprehension of the application	1

Responsibility

Actively seeks responsibility at all times	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 good 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

Name of Appraiser: _____ Signature: _____

Designation of Appraiser: _____ Date: _____

Signature of Student: _____ Date: _____

